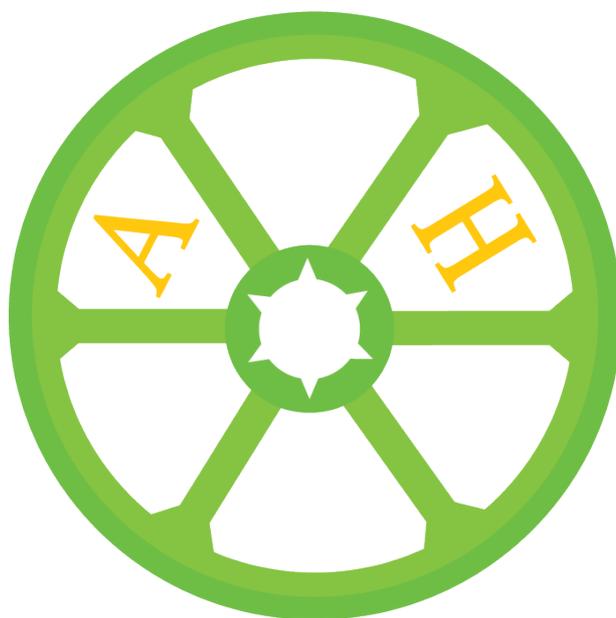


Acre Heads Primary School Attendance Policy



Approved by:	Safeguarding Committee	Date: January 2026
Last reviewed on:	January 2026	Version: 3.3
Next review due by:	January 2027	

Contents

1. Aims	3
2. Legislation and guidance	3
3. Roles and responsibilities	3
4. Recording attendance	6
5. Authorised and unauthorised absence	8
6. Strategies for promoting attendance.....	10
7. Supporting pupils who are absent or returning to school	11
8. Attendance monitoring.....	11
9. Monitoring arrangements.....	12
10. Links with other policies.....	13
Appendix 1: attendance codes	14
Appendix 2: Poor attendance and lost learning days	17
Appendix 3: Agenda for the Attendance Meetings	18
Appendix 4: Absence from school for exceptional circumstances form	19

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 \(August 2024\)](#), 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

We will also promote and support punctuality in attending lessons.

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 (August 2024) 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 School Attendance (Pupil Registration) (England) Regulations 2024
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013 and the 2024 amendment

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
- › Receiving an attendance report at the safeguarding committee each term and reporting this to the full GB.

3.2 The headteacher

The headteacher is responsible for:

- › **Policy implementation:** Leading the implementation of this attendance policy and ensuring all staff understand and apply it consistently.
- › **Data monitoring:** Tracking whole-school absence and punctuality data, identifying trends, and reporting regularly to governors.
- › **Supporting staff:** Providing guidance and support to staff in monitoring and improving the attendance of individual pupils.
- › **Evaluating strategies:** Monitoring the impact of attendance strategies and making adjustments where necessary to improve effectiveness.
- › **Legal intervention:** Issuing fixed-penalty notices where required, in line with the National Framework and in partnership with the Local Authority.
- › **SEND responsibilities:** Working closely with parents of pupils with special educational needs and/or disabilities (SEND) to develop tailored support approaches, including addressing barriers such as missed school transport or in-school challenges.
- › **Liaison with the Local Authority:** Communicating with the Local Authority where attendance concerns relate to a pupil with an Education, Health and Care (EHC) plan, or where barriers require multi-agency support.
- › **Promoting expectations:** Regularly communicating the school's high expectations for attendance and punctuality to pupils and parents through newsletters, assemblies, meetings, and other available channels.

3.3 The designated senior leader responsible for attendance

The designated senior leader (also known as the 'senior attendance champion') is responsible for:

- › **Leading strategically:** Championing attendance across the school and ensuring it is prioritised in school improvement planning.
- › **Setting the vision:** Establishing a clear, whole-school vision for maintaining and improving good attendance, embedded within the school's culture, curriculum, behaviour, safeguarding, and wellbeing systems.
- › **Monitoring and evaluating:** Overseeing expectations, processes, and strategies for attendance, ensuring they are consistently applied by all staff.
- › **Data oversight:** Maintaining a strong grasp of attendance data, including analysis of vulnerable groups, to inform interventions and school-wide strategies.
- › **Reporting to governors:** Providing regular reports on attendance patterns, persistent/severe absence, and the impact of interventions.

- › **Building relationships:** Working closely with pupils and parents/carers to identify and address barriers to attendance, fostering positive and supportive partnerships.
- › **Targeted intervention:** Designing and overseeing intervention or reintegration plans, ensuring support is tailored to individual pupil and family needs.
- › **Multi-agency working:** Liaising with the local authority's School Attendance Support Team and external partners where barriers extend beyond the school gates.
- › **Evaluating impact:** Regularly reviewing the success of interventions and making adjustments where necessary.
- › **Allocating resources:** Ensuring attendance is appropriately resourced, including the use of pupil premium and pastoral support, to reduce barriers to attendance. The designated senior leader responsible for attendance is Mrs Baker and can be contacted via the Welcome Desk welcomedesk@acreheads.eriding.net or (01482) 308380

3.4 The attendance officer

The school attendance officer is responsible for:

- › **Monitoring and analysing data:** Tracking attendance patterns across the school (see section 7) and identifying pupils or cohorts requiring early intervention.
- › **Benchmarking performance:** Comparing attendance data against local, regional, and national benchmarks to highlight areas for improvement.
- › **Reporting regularly:** Providing clear and timely reports to class teachers, pastoral staff, the Senior Attendance Champion, and the Headteacher, highlighting concerns or emerging trends.
- › **Supporting interventions:** Working closely with the Senior Attendance Champion and Family Liaison Lead to implement targeted strategies for pupils at risk of persistent or severe absence.
- › **Liaising with external partners:** Collaborating with the Education Welfare Officer (EWO) and local authority School Attendance Support Team to address persistent absence.
- › **Escalating concerns:** Advising the Headteacher when a penalty notice, Notice to Improve, or other legal intervention may be appropriate, in line with the National Framework.
- › **Maintaining records:** Ensuring all attendance actions, communications, and interventions are accurately recorded to support monitoring, safeguarding, and statutory reporting. The attendance officer is Mrs Claire Fewster and can be contacted via the Welcome Desk welcomedesk@acreheads.eriding.net (01482 308380)

3.5 Class teachers

Class teachers are responsible for:

- › **Taking the register accurately:** Recording attendance for both morning and afternoon sessions every day, using the correct national attendance and absence codes.
- › **Submitting information promptly:** Entering attendance data via Cypad (SIMS) so it is available for monitoring and follow-up without delay.
- › **Ensuring punctuality is recorded:** Marking pupils late if they arrive after the session has started but before the register closes, and marking an unauthorised absence if they arrive after the register has closed or are absent for the majority of session. (AM or PM)
- › **Following register timings:**
 - Pupils must arrive by 8:45am.
 - Morning register is taken at 8:50am and closes at 9:20am.
 - Afternoon register is taken at:
 - 12:45pm in the Foundation Stage
 - 1:00pm in Years 1 and 2
 - 1:15pm in Years 3–6
 - Registers close 15 minutes after these times.
- › **Escalating concerns:** Informing the Attendance Officer or Safeguarding Team if a pupil's attendance raises concerns (e.g. patterns of lateness, frequent absence, or safeguarding concerns).

3.6 School Admin/Office staff

School office staff will:

- Record absence accurately:** Take calls from parents/carers about absence each day and record these on the school Absence Log, transferring information promptly to SIMS and CPOMS (where necessary).
 - **Process messages:** Check and action messages from the school's answering machine, ensuring all pupil absences are logged and followed up if further information is required.
 - **Escalate appropriately:** Transfer calls from parents/carers to the Family Liaison Lead or Attendance Officer where more detailed support, advice, or intervention around attendance is needed.
 - **Safeguarding checks:** Ensure that unexplained absences are flagged to the Attendance Officer or Safeguarding Team without delay, in line with first-day calling procedures.
- **Maintain communication records:** Keep accurate notes of parental contact, including time, date and outcome, to support safeguarding and attendance monitoring.

3.7 Parents/carers

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/carers are expected to:

- Make sure their child attends every day and on time.
- On day 1 of absence, parents/carers must report their child's absence via the telephone, or in person if attending school with a sibling, before 8:45am on the day of the absence. Parents must give reason for their child's absence, any medical advice received relevant for school and when their child is expected to return. A child's relative for whom we hold details for on our SIMS system may also make the initial call but this must be followed up with the child's parent/carer before the end of the school day.
- On day 3 of absence, parents/carers need to update the school on their child's progress, any medical advice given and when their child will return to school (if changed from initial information). If the school is unable to reach a parent/carer for an update on day 3, a 'with compliments' slip may be posted/a home visit made requesting the parent/carer contacts school.
- On day 5 onwards, parents need to update the school on their child's progress. Any absence for longer periods may need to be supported by medical evidence e.g. an appointment card/letter, medication or prescription.
- Provide the school with at least two emergency contact numbers for their child.
- Ensure that, where possible, appointments for their child are made outside of the school day and evidence of appointments will be required.

3.8 Pupils

Pupils are expected to:

- Attend school every day, and on time.

4. Recording attendance

4.1 Attendance 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)

We will also record:

- (For pupils of a compulsory school age) 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

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

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

The register for the first session will be taken at 8:50am and will be kept open until 9:20am. The register for the second session will be taken at 12:45pm in the Foundation Stage and 1:15pm for Years 1-6. It will be kept open for 15 minutes after these times.

4.2 Unplanned absence

The pupil's parent/carers must notify the school of the reason for the absence on the first day of an unplanned absence by 8:45am or as soon as practically possible by telephoning the Welcome Desk on (01482) 308380. Email or text message are not acceptable forms of communication for reporting absence (see also section 7). Parents will be able to leave voice messages when the office is out of hours.

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.

A maximum of 10 illness sessions per term may be authorised without further evidence. Any illness absences beyond this threshold may require confirmation of a medical appointment or professional advice. (eg, appointment message or letter) in order for the absence to be authorised. Where no evidence is provided, absences will be recorded as unauthorised and further action may be taken in line with the attendance procedure as outlined in point 5 of the attendance policy.

4.3 Planned absence

Attending 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. We also request that an appointment card, email, text message or similar is shown to authorise this absence.

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, ideally with at least two week's notice. 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 will be marked as late, using the appropriate code
- After the register has closed will be marked as an unauthorised absence, using the appropriate code

Letters will be sent to parents/carers outlining any concerns with lateness and the LA Education Welfare Team may be consulted for further guidance as needed if lateness becomes persistent.

4.5 Following up unexplained absence

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

- Telephone the child's classroom to ensure there hasn't been an error during the initial register taking. If the child isn't in school and no prior notification has been given, the Attendance Officer or Office staff will complete the below actions
- Call the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach the pupil's parents/carer via the telephone, all of the pupil's emergency contacts will be telephoned. This will all take place before 9:45am.
- If by 9:45 am the pupil's parents/carers and emergency contacts have been unable to be contacted, a text message will be sent to the child's parents/carers asking them to contact school. If the child is already thought to be vulnerable, the safeguarding team will be notified.
- If by 11:30am the pupil's parents/carers and emergency contacts have been unable to be contacted, the school's Safeguarding Team will be notified.
- If by the end of the second day of unexplained absence we still have had no contact, a home visit will be made and a 'with compliments' letter slip posted through the letterbox asking parents/carers to contact school.
- If absence continues with no correspondence from parents/carers or emergency contact numbers, the school will consider involving the education welfare service.
- 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
- 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, advice will be taken from the Local Authority Education Welfare Service.
- At all points in determining a child's absence, if the child is known to have had previous safeguarding concerns/Social Worker involvement or is already known to Children's Social Care, further advice will be sought from the relevant Local Authority service to discuss next steps.

4.6 Reporting to parents/carers

Parents/carers are able to view their child's attendance anytime on the SIMS Parent App. A report at the end of the academic year also contains a summary of the year's attendance.

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:

- 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.

We define 'exceptional circumstances' as the following, as stated on the ERYC website

<https://www.eastriding.gov.uk/learning/schools-colleges-and-academies/school-attendance/holidays-during-term-time-and-authorised-absence-from-school/>

Exceptional circumstances could include:

1. Service personnel returning from a tour of duty abroad where it is evidenced the individual will not be in receipt of any leave in the near future that coincides with school holidays.
 2. Where an absence from school is recommended by a health professional as part of a parent or child's rehabilitation from a medical or emotional issue.
 3. The death or terminal illness of a person close to the family.
 4. To attend a wedding or funeral of a person close to the family.
- Where there are exceptional and unforeseen circumstances that fall outside of 1 to 4 above, the headteacher agrees to consult with the principal education welfare officer prior to any authorisation being given to the parent. The principal education welfare officer will discuss each case with an independent Headteacher and will make a recommendation to the referring school.

If you require further guidance, please speak to the head teacher who may consult with the EWO.

Please note: Evidence would be required in each case.

If a request meets the above exceptional circumstances but falls within the following times, the Headteacher must be convinced that absence from school is the only option:

1. The first half term of any academic year (applies to all pupils)
2. Year 6 transition day (for pupils in year 6)
3. Year 6 SATs week (for pupils in year 6)
4. At any time specified by the school (this will be communicated to parents by each school).

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least two weeks before the absence, and in accordance with any leave of absence request form, accessible via the school website, the Welcome Desk or as Appendix 5 below. 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
- 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

The school is responsible for identifying and processing cases of non-attendance, including maintaining accurate records, contacting parents, and escalating concerns where unauthorised absence occurs.

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.

Where legal intervention is required, the Local Authority is responsible for issuing penalty notices in line with the National Framework for Penalty Notices and its Code of Conduct. The school will provide the Local Authority with the necessary evidence and documentation to support the issuing of a penalty notice. The Local Authority will also be responsible for enforcement and for taking forward any necessary legal proceedings if a penalty notice is not paid.

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 £80 within 21 days, or £160 within 28 days.

PLEASE NOTE – Penalty Notices and Fines are listed on the Absence Request Form and supersede the stated amounts.

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

We actively promote the importance of good attendance across the whole school community. Attendance is celebrated and shared in a variety of ways, including:

- **Electronic notice boards** around school, showcasing class and whole-school attendance.
- **School newsletters**, which regularly share attendance figures and highlight improvements.
- **Social media and website updates**, including recognition of attendance successes.
- **FFT attendance awards** that the school achieves, shared with parents and pupils to celebrate collective effort.
- **Parent communication apps**, used to reinforce the importance of regular attendance and keep families informed.
- **Positive learning environment**, with vibrant, stimulating classrooms and wider school experiences designed to make school a place where pupils want to attend every day.

As a school, we seek to maintain attendance of **over 97%**. Through these approaches, we aim to celebrate success, build a culture where good attendance is valued, and encourage every pupil to benefit fully from the education to which they are entitled.

7. Supporting pupils who are absent or returning to school

7.1 Pupils absent due to complex barriers to attendance

Where a pupil experiences complex barriers to attendance, the school will draw on a wide range of support to help remove obstacles and enable regular attendance. This will include:

- **Internal support** from class teachers, Emotional Literacy Support Assistants (ELSAs), the Family Liaison Lead, and members of the Senior Leadership Team.
- **External expertise**, seeking advice and guidance from professionals such as the Education Inclusion Service, Educational Psychology Service, or other relevant agencies.
- **Specialist frameworks**, making use of the East Riding of Yorkshire Council's (ERYC) Emotionally Based School Avoidance (EBSA) graduated response and toolkit where appropriate.

This holistic approach ensures that support is tailored to the individual needs of the pupil, with a focus on early intervention, strong relationships, and collaborative working with families and professionals.

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

The absence of children due to mental health, physical health or SEND related needs will be dealt with sensitively on a case-by-case basis. Children will always be encouraged to be in school where possible with the classroom staff or well-being team supporting as needed.

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 related to the pupil's needs, the school will inform the local authority.

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

Children returning to school after a lengthy or unavoidable period of absence will be supported as needed on a case-by-case basis. A reduced time-table, re-integration plan and support from the Family Liaison Lead/well-being team may also be offered. A risk assessment will be completed, if applicable.

8. Attendance monitoring

8.1 Monitoring attendance

- A fortnightly attendance meeting takes place between the Attendance Officer and Family Liaison Lead where individual children and particular groups of children, such as our vulnerable groups, are monitored (see appendix 4 for the agenda).
- 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.
- Specific pupil information will be shared with the DfE on request.
- These meetings also identify whether or not there are particular groups of children whose absences may be a cause for concern.
- 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 severe absence, and their families (see section 8.4 below)
- Provide regular attendance reports to the class teachers 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 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
- Provide access to wider support services to remove the barriers to attendance such as the School Nurse and the Education Welfare Service.
- The Designated Safeguarding Lead and Family Liaison Lead will support children and their families within our means to ensure attendance is the best it can be for each individual child e.g. home visits, supportive strategies, well-being support. The impact of persistent absence or continued lateness on attainment is displayed on the school website and also in Appendix 2 and 3.
- Implement sanctions, where necessary (see section 5.2, above)

9. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum each year by the Designated Senior Lead for Attendance. At every review, the policy will be approved by the full governing board.

9. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy
- Mental Health and Wellbeing Policy
- The school also uses the resources/guidance available under the EWO section of the Here for Schools website

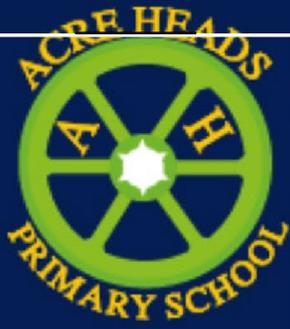
Appendix 1: attendance codes

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	Pupil is unable to attend as they are: <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



ATTENDANCE MATTERS!

When you're in school you...

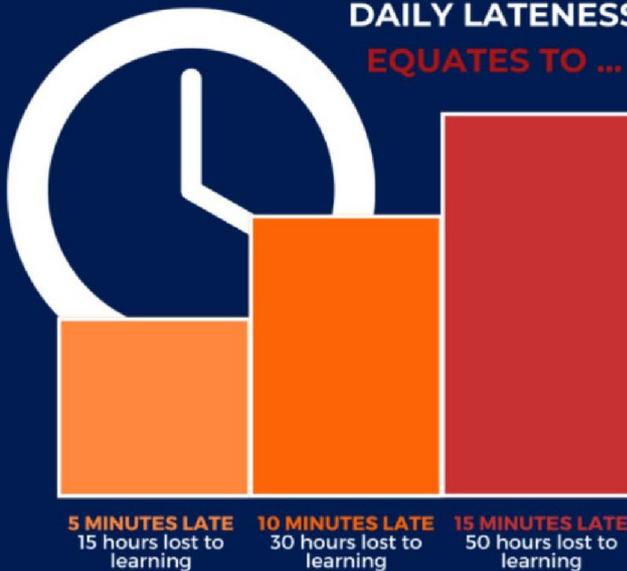
- Have fun**
- Make new friends**
- Gain qualifications**
- Develop new skills**
- Experience new things**
- Build your confidence & self esteem**
- Develop awareness of other cultures, religion, ethnicity and gender differences**

Have the best possible start in life!

EVERY DAY COUNTS

School and future **success** starts with **good attendance!**

DAILY LATENESS EQUATES TO ...



Remember

Your education is important - don't miss out!



Fortnightly Attendance Meetings – Rationale and Meeting Agenda

Children need to attend school regularly to benefit from their education. Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in both primary and secondary school. The weekly attendance meetings form part of monitoring through the school's Attendance Policy and links in with KCSiE.

The government expects schools and local authorities to:

- Promote good attendance and reduce absence, including persistent absence;
- Ensure every pupil has access to full-time education to which they are entitled; and,
- act early to address patterns of absence.
- Ensure parents are performing their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly.
- Ensure all pupils are punctual to their lessons.

To promote the above, every fortnight, the Attendance Officer, Child Protection Co-ordinator and Family Liaison Lead meet to look strategically at patterns of absence within the whole school and specific cohorts of children within the school community. The outcomes of these meetings and any subsequent actions/decisions are recorded on the action sheet and overseen by the Designated Safeguarding Lead and Designated Senior Lead for Attendance. As well as weekly attendance monitoring, patterns and trends are scrutinised on a half term, termly and whole year basis.

Fortnightly Agenda - the following checks take place:

- * Monitoring the attendance of our vulnerable children (such as past or present Operation Encompass alerts, child and/or parent mental health concerns, DVAP, Court Orders, CAMHS, close bereavement, Early Help, Safety Plan or Young Carers).
- * Monitoring the attendance of children who are Looked After, Previously Looked After or have previously had Social Worker involvement or who are subject to Child Protection arrangements such as Section 47 and Section 17.
- * Monitoring the attendance of children who have previously been classed as persistent (below 90%) or severely absent (below 50%) whilst at Acre Heads.
- * Monitoring the attendance of children who have a medical difficulty past or present that has/is significantly affecting or has the potential to significantly affect their ability to attend school.
- * Monitoring the attendance of children whose attendance has dropped below 90% (persistent absence) or 50% (severe absence) during the current academic year.
- * Monitoring the attendance of children whose attendance has dropped below 95% and may be at risk of being persistent absence by the end of the academic year.
- * Monitoring the attendance of children who are on the SEN register.
- * Monitoring the attendance of children who have an EHCP.
- * Monitoring the attendance of children who are Pupil Premium/FSM.
- * Monitoring the punctuality of children before and after the register has closed.

Actions following the above meetings are outlined in the Attendance Policy.

Absence from School for Exceptional Circumstances Request Form

****Please Note all sections of this form require completing in order for your request to be considered.**

Child(ren)'s Name(s)	DOB	School Name	Year/Class

Please add all children to one form

Parental Full Name	Parents Tel	Parental DOB

Home Address of parent(s) responsible for this absence	Email address

I request permission for my child/ren to be absent from school between:	Date of first day of school absence		Date to of return to school		Total of days absent from school	

All requests should be discussed with the Headteacher prior to submitting this form. Please detail below the reason for your request for absence from school in term time and include any supporting information. The Headteacher will not be able to consider your request without your supporting documents. *Please read carefully the Absence from School for Exceptional Circumstances Information for Parents attached.*

¹Parent's Declaration:

*I have read the Absence from School for Exceptional Circumstances Information for Parents and understand I/we may receive a penalty notice if my/our child receives unauthorised school absence as a result of this request. **Please note the school day is divided into 2 registration periods, for example if your child is absent for one day this equals 2 sessions and a five day absence equals 10 sessions.***

¹ Parent: In this Act, unless the context otherwise requires, "parent", in relation to a child or young person, includes any person— (a) who is not a parent of his but who has parental responsibility for him, or (b) who has care of him. (*Education Act 1996 sec.576*)

Full Name: _____	Full Name: _____
Signed: _____ (Parent/Carer 1)	Signed: _____ (Parent/Carer 2)
Date: _____	Date: _____

Please note:

- **We advise that you do not plan for your child to be absent from school without gaining prior agreement from their school first. Headteachers cannot retrospectively authorise absence from school under any circumstance.**
- **Any disagreement between estranged parents should be resolved prior to submitting this request to your child's school.**

For School Use Only

The school has considered your request for leave of absence and your child's absences will be recorded as follows: -

Number of Authorised Sessions:		Number of Unauthorised Sessions:		Number of Unauthorised sessions to date:	
--------------------------------	--	----------------------------------	--	--	--

Signed:	Date:
Position:	

Original signed and completed forms to be retained with pupil's records.

Copy should be returned to the parent/carer of the pupil to confirm authorised or unauthorised absence prior to the intended absence period.

Absence from School for Exceptional Circumstances Information for Parents

There is no longer a provision in law for Headteachers to authorise an absence for the purpose of a term time holiday.

You are required under the Education Act (1996) to ensure your child attends school regularly. This has been defined by the Supreme Court as 'in accordance with the rules prescribed by the school' meaning attending every occasion available unless authorised by the Head Teacher. There is, however, a discretionary power held by Headteachers to authorise absence in exceptional circumstances. Please note this is **not an entitlement**. The Headteacher will only authorise absence in line with the East Riding Behaviour & Attendance Partnership 'Absence from School for Exceptional Circumstances' Policy. Headteachers will not authorise absences if they believe it is to the detriment of a child's education. **Please note that supporting documents to aid decision making must be submitted at the time of your request for absence.**

Any unauthorised absence will be recorded on your child's attendance records. This may result in legal proceedings against you, either through a Penalty Notice or the Magistrates' Court.

Penalty Notices

Under the Anti-Social Behaviour Act (2003) the local authority and schools have statutory powers to tackle poor school attendance and/or unauthorised absences. An unauthorised absence is any absence that the Headteacher has not given permission for or where an explanation has not been provided by the parent. If your child accrues 10 sessions of unauthorised absence, you may be liable for a penalty notice (one day's absence equals two sessions and a five-day absence is equal to 10 sessions etc.).

Penalty Notices will be used as a deterrent to prevent a pattern of unauthorised absences developing. They will be issued by post direct to the home of a parent after possibly just one warning, or in the case of absences without acceptable cause, warnings may not be given. This includes pupils caught on truancy sweeps, persistent late arrival after the close of registration **or unauthorised absence that has not been authorised as an absence from school for exceptional circumstances**. In these cases, the warning is given on the absence request form and detailed within this information leaflet and no written warning will be given. Where parents do not follow school procedures of submitting a request and simply remove their child without seeking prior approval, a warning may not be given. Parents must complete a request for exceptional leave form and submit this to the school, allowing for sufficient time to enable the school to consider the request and inform the parent of the decision.

Fines are issued for unauthorised absence of 5 or more days and each school day is divided into 2 registration periods. **For example, if your child is absent for one day this equals 2 sessions, and a five-day absence is equal to 10 sessions.**

- If your request is declined and you take your child out of school each person with day-to-day care of the child(ren) may be issued with a £160 penalty notice if paid within 28 days this reduces to £80 if paid within 21 days. If after 28 days the fine remains unpaid you may be summonsed to appear before Magistrates to explain why your child has unauthorised school absences and you may be liable for a fine of up to £1000.
- Where it is deemed appropriate to issue a second penalty notice within 3 years of the first penalty notice, the second penalty notice will be charged at a flat rate of £160 if paid within 28 days. If after 28 days the fine remains unpaid you may be summonsed to appear before Magistrates to explain why your child has unauthorised school absences and you may be liable for a fine of up to £1000.
- If a third penalty notice referral is received within a 3-year period, a further penalty notice fine cannot be issued and legal action will be considered.

Support and guidance on attendance is always available and if you have any questions about this, or if you need help to achieve an improvement, please contact your child's school to discuss this.

We advise that you do not plan for your child to be absent from school without gaining prior agreement from their school first. Headteachers cannot retrospectively authorise absence from school under any circumstance.