

Attendance Policy

Southend High School for Girls Academy Trust



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Governor Policy 26NS	Author: Lee Boney	Authorised by: Board of Governors
Attendance Policy	Date first issued June 2020	Page 2 of 28

Reviewing authority:

Date for review	Reviewed Annually by	Reviewed by Board	A	B	C	Date of new edition
June 2020	AJL	01/06/2020			*	01/06/2020
June 2021	AJL	29/6/2021	*			
March 2022	AJL	29/03/2022	*			
November 2023	LPB	4/12/2023	*			
September 2024	LPB	24/09/2024	*			

A = accepted with no amendments

B = accepted with amendments

C = new edition created

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1. Aims and principles

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

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

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 \(applies from 19 August 2024\)](#) 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](#)
- <https://www.legislation.gov.uk/ukxi/2006/1751/contents>The Education (Penalty Notices) (England) (Amendment) Regulations 2013 and the 2024 amendment

<https://www.legislation.gov.uk/ukxi/2013/757/regulation/2/made>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 monitoring attendance figures for the whole school on at least a termly basis. It also holds the headteacher to account for the implementation of this policy.

The Student and Curriculum Committee monitor attendance and attendance is reported via the Headteacher Report at all Full Governing Body meetings.

3.2 The headteacher

The headteacher is responsible for:

- The 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 pupils
- Issuing fixed-penalty notices, where necessary
- Working with the parents of pupils with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for pupils with SEND, including where school transport is regularly being missed, and where pupils with SEND face in-school barriers
- Communicating with the local authority when a pupil with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the pupil's needs
- Communicating the school's high expectations for attendance and punctuality regularly to pupils and parents through all available channels

3.3 The designated senior leader responsible for attendance

The designated senior leader is responsible for:

- Leading, championing and improving attendance across the school
- Setting a clear vision for improving and maintaining good attendance
- Benchmarking attendance data to identify areas of focus for improvement
- Evaluating and monitoring expectations and processes
- Having a strong grasp of absence data and oversight of absence data analysis
- 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 pupils and families
- Working with Senior links, Heads of Year and Pastoral Support Officers to tackle persistent absence
- Reporting concerns about attendance to the headteacher

The designated senior leader responsible for attendance is Mr L Boney and can be contacted via email at lboney@shsg.org.

3.4 The attendance officer

The school attendance officer is responsible for:

- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance, and the headteacher
- Advising the headteacher/designated senior leader responsible for attendance when to issue fixed-penalty notices

The attendance officer is Mrs M Snaith and can be contacted via msnaith@shsg.org.

3.4 The Director of School, Head of Year and Pastoral Support Officer

- Monitor attendance across their year group and at an individual pupil level
- Arrange calls and meetings with parents to discuss attendance issues and complete the attendance contract where appropriate
- Work with education welfare officers and other agencies to tackle persistent absence
- Report concerns about attendance to the SLT member above
- Make the first day calling to parents/carers (Pastoral Support Officers)
- Ensure the correct codes are used by staff to record absence (see appendix 1) (Pastoral Support Officers)

3.5 Class teachers/form tutors

Class teachers/form tutors are responsible for recording attendance for both morning and afternoon sessions on a daily basis, using the correct codes.

3.6 School admin/office staff

School admin/office staff will:

- Take calls from parents/carers about absence on a day-to-day basis and record it on the school system
- Transfer calls from parents/carers to the head of year, where appropriate, to provide them with more detailed support on attendance

3.7 Parents

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

- All natural parents, whether they are married or not
- All those who have parental responsibility for a child or young person
- Those who have day-to-day responsibility for the child (i.e. lives with and looks after them)
- Parents are expected to:
 - Make sure their child attends every timetabled session on time
 - Call the school to report their child's absence before 9:00 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 the appropriate head of year, , who can be contacted via 01702 588852

3.8 Pupils

Pupils are expected to:

- Attend every timetabled session, on time

4. Recording attendance

4.1 Attendance register

We will keep an 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 during the afternoon session. In addition, every lesson has a recorded register on SIMS. It will mark 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:

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

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

Sixth Form Registration

Registers are taken:

- at morning registration by the Form Tutor (as per the above procedure).
- at the start of every lesson (within the first 15 minutes).
- during their P4 lesson, if they have one. Where a student does not have a P4 lesson they will register via the inventory system, between 13.20 and 13.45.
- students who are free period 3 can leave the school site for lunch from 12.25am, signing out using the inventory system. When they return to the school site they must sign back in using the inventory system.

Clubs, Trips and Fixtures Registration

An accurate pre-populated paper register must be taken at the start of each after school club/practice/fixture. This register must be passed to reception for after school activities. At the start of a trip/educational visit a paper register must be passed to the Pastoral Support Officers.

4.2 Unplanned absence

If a child is absent from school the following procedures will be followed:

- The pupil's parent/carer must notify the school on the first day of an unplanned absence by 09:00 am or as soon as practically possible (see also section 7), by calling the school's absence line, which can be contacted via 01702 583081. They should provide details of who the pupil is and a clear, unambiguous reason why they are unable to attend school e.g. Has high temperature and extreme nausea, and not, is sick/unwell/ill. In addition, they should say whether they expect them to be in school the follow day or not.
- The school will contact parents/carers on the first day of absence if we have not had any communication.
- **Failure by parents/carers to contact the school or respond to staff calls and other forms of communication regarding absence may trigger a home visit from school staff, a local authority representative, the police or children's social care. As a school we have a duty of care to our pupils which includes knowing they are safe if they do not arrive at school. We will never assume that a child is at home unwell.**
- 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, for example medical evidence is not provided

for the illness after the 5th day of absence, the absence will be recorded as unauthorised and parents will be notified of this in advance.

- Parents/carers must contact the school on every further day of absence, again by 9:00 am, unless specific medical evidence has been provided (e.g., medical certificate) **and** the school has confirmed that this is no longer a requirement.
 - Parents/carers must ensure that their child returns to school as soon as possible following an absence.
 - Where a child has been absent for five days a home visit/MsTeams online meeting may be arranged and carried out to ensure that the child is where the school believes them to be.
 - If the school is informed that a pupil is moving out of the borough and the parent/carer has provided the school with the destination details, the school will wait 10 working days before making a CME referral to give time for the pupil to start the destination school and the CTF to be requested.
 - If the school is informed that the pupil is moving to a different country a series of safeguarding activities will be carried out to ensure the wellbeing of the pupil.
 - If the whereabouts of a pupil is not known then the school will make reasonable enquiries within a 10-working day period. These reasonable enquiries include:
 - conducting home visits
 - contacting the parent via letter/ phone/email
 - contact the emergency contacts that school hold for the pupil to try to ascertain the family whereabouts
 - contact local schools if they know a sibling attends.
- Following the school making reasonable enquiries a CME referral will be made.

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. Parents must notify the pupil's Pastoral Support Officer via email or in writing 3 school days in advance of the appointment. 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. Please see section 5 to find out which term-time absences the school can authorise.

4.4 Lateness and punctuality

The school day starts at 8.30 am and ends at 3.30pm. Pupils must arrive in school by 08:30am on each school day. Any pupil not on site by 8.30am is late and will receive a late mark 'L' on the register. The register for the first session will be taken at 8:35am. Pupils who arrive to this session, after 8:35am, will receive a late mark 'L' in the register. This will be input by the appropriate PSO. The register closes at 9:00am. A pupil who arrives after 9am will be marked as absent using a 'U' code. A register is taken at the start of every session/lesson. A student arriving late to a lesson, after the teacher has started the lesson, will be marked with a late mark 'L'.

For afternoon registration, pupils must arrive at period 4 by 1:25pm. If they arrive between 1:25pm and 1:30pm they receive a late mark 'L' in the register by the subject teacher. If the pupil arrives after 1:30pm the subject teacher enters a 'U' code in the register and the minutes that the pupil is late.

Pastoral Support Officers are at the school gate every morning and monitor lates. Any pupil who is late is given a behaviour point and sanctions will be put in place for persistent lateness.

4.5 Following up absence

Where any child we expect to attend school does not attend, or stops attending, the school will:

- Follow up on their absence with their parent/carer to ascertain the reason, by phone call. If the school cannot reach any of the pupil's emergency contacts, the school may follow safeguarding procedures such as carrying out a home visit or contacting the police.

- Call the parent on each day that the absence continues **without explanation**, to make sure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer and carrying out a home visit
- 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 relevant, report the unexplained absence to the pupil’s youth offending team officer
- Where appropriate, offer support to the pupil and/or their parents to improve attendance
- Identify whether the pupil needs support from wider partners, as quickly as possible, and make the necessary referrals
- Where support is not appropriate, not successful, or not engaged with: issue a notice to improve, penalty notice or other legal intervention (see section 5.2 below), as appropriate.

4.6 Reporting to parents

Reports to parents on their child’s attendance record are:

- included in the annual full report
- Included in the annual progress data report
- Available, in real time, to parents via the Show My Homework App

5. Authorised and Unauthorised absence

5.1 Authorised Absence

Valid reasons for **authorised absence** include:

- Illness (including mental-health illness) and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil’s parent(s) belong(s). If necessary, the school will seek advice from the parent’s religious body to confirm whether the day is set apart
- Parent(s) travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision
- If the pupil is currently suspended or excluded from school (and no alternative provision has been made)

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

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

Approval for term-time absence

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

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

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

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

We define 'exceptional circumstances' as one-off, unavoidable events that prevent a pupil from attending school such as the death of a close relative, a funeral, a wedding of a close family member, a housing crisis or respite care for a looked after child.

Leave of absence will not be granted for a pupil to take part in a protest activity during school hours. As a leave of absence will only be granted in exceptional circumstances, a leave of absence will not be granted for the purposes of a family holiday. Where a leave of absence is refused, and the holiday is still taken the parent/carer may incur a penalty notice.

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 2 weeks before the absence, and in accordance with any leave of absence request form, accessible via School Forms - Southend High School for Girls (wpengine.com). The headteacher may require evidence to support any request for leave of absence.

Leaving during the school day

A pupil may leave school during the day for the following reasons:

- A written request has been given to the Pastoral Support Officer for the pupil to attend a medical or dental appointment 3 school days in advance of the appointment. Pupils in Years 7-11 must be collected from reception by a parent/carer. Years 12-13 may leave unaccompanied.
- A written request has been given to the Pastoral Support Officer for the pupil to attend a music examination or other approved appointment. Pupils in Years 7-11 must be collected from reception by a parent/carer. Years 12-13 may leave unaccompanied.
- A pupil is too unwell/injured to continue with the school day and a parent/carer collects them. This includes for both physical health and mental health issues. Parents must collect the pupils within a reasonable timescale. In certain circumstances the school reserves the right to insist that the pupil remains in school, after school hours, until the parent/carer collects.
- Pupils must not contact parents directly if they feel unwell during school hours. They must report to Reception where First Aid staff on duty will contact parents. First Aid staff at reception will decide whether the pupil should try to return to lessons or go home.
- The Director of Sixth Form can authorise Sixth Form pupils to go home unaccompanied. In this instance, the parent/carer will be informed that the sixth form pupil is making their way home by telephone and a follow up e-mail.
- The pupil will not be allowed to leave until the parent/carer has confirmed that this is acceptable.
- In all circumstances, pupils must inform a member of staff that they are leaving the school and must sign out at reception using their thumb print.

6. Strategies for promoting attendance

Attendance is rewarded through the school's achievement points system.

Helping to create good attendance is the responsibility of parents, pupils and all members of staff. To help focus on this we will:

- Report to parents/carers on their child's attendance as part of their full report.

- Contact parents/carers should their child's attendance fall below 93%.
- Reward good attendance with certificates.
- Provide support to pupils and their families to identify and reduce barriers to good attendance.
- Promote an ethos of attending and learning.

7. Supporting pupils who are absent or returning to school

7.1 Pupils absent due to complex barriers to attendance

Where pupils have complex barriers to attendance the school will work with families in the following way:

- Meet with the pupil and their parent/carer to discuss the absences. This will result in an attendance contract being created.
- Work with the pupil and their parent/carer to identify any potential in school barriers to full school attendance. Agree changes that can be made by the pupil/parent/carer/school that may serve to reduce these in school barriers to attendance and implement these changes in a timely manner. These may include:
 - An earlier start time for the pupil to avoid busy corridors
 - Increasing attendance of clubs and societies to widen social circle
 - A check-in with a PSO at the start of each day to help organize the pupils school bag for the day ahead
- Make appropriate referrals to external agencies where additional support for the pupil/family may be required
- Meet with the pupil and their parent/carer regularly to monitor improvement

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

Where pupils are absent due to mental or physical ill health or SEND the school will work with families in the following way:

- Meet with the pupil and their parent/carer to discuss the absences. This will result in an attendance contract being created. This may include the school SENDCO.
- Referral the pupil to the appropriate local authority inclusion team and coordinate the local authority provision of education for the period of absence.
- Work with the pupil and their parent/carer to ensure that appropriate medical intervention is access e.g. a referral to the school nurse service, or to CAHMS.
- Work with the pupil and their parent/carer to identify any potential in school barriers to full school attendance. Agree any reasonable adjustments that can be made by the pupil/parent/carer/school that may serve to reduce these in school barriers to attendance and implement these changes in a timely manner. These may include:
 - A referral to the SENDCO and inclusion on the schools' Inclusion Register
 - A modified timetable including use of the Wellbeing Suite
 - Measures to reduce sensory overload
 - A safety plan whilst in school
 - Check ins with pastoral staff
 - Additional equipment such as a laptop
 - Modified seating plans in lessons
 - Short term use of the school's Learning ROBOT

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

Where a pupil is returning to school following a lengthy or unavoidable period of absence the school may use the following strategies to help the pupil to return to full-time education. These are:

- Meet with the pupil and their parent/carer to discuss the return to school plan.
- Organise an out of hours pre-visit to the school before the pupil returns, this can be out of uniform if necessary.
- Create a phased return timetable. For example, blocks of 4 weeks, with a maximum of 3 blocks i.e. block 1=25% timetable, block 2 50% and block 3 75% timetable. Then a full-time timetable after that.
- Provide additional equipment to facilitate transition back to a full-time timetable.
- Augment 'in person' lessons, following the phased return timetable, with ROBOT lessons and learning materials via MsTeams and other learning platforms as appropriate.
- Use the wellbeing suite to provide a 'third place' between home and school.

8. Attendance Monitoring

8.1 Monitoring attendance

The school will monitor attendance and absence data (including punctuality) fortnightly, 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. The school has granted the DfE access to its management information system so the data can be accessed regularly and securely.

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

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

8.2 Analysing attendance

The school will:

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

8.3 Using data to improve attendance

The school will:

- Develop targeted actions to address patterns of absence (of all severities) of individual pupils, groups or cohorts that it has identified via data analysis
- Provide targeted support to the pupils it has identified whose absences may be a cause for concern (Greater than 7%), especially those who demonstrate patterns of persistent or severe absence, and their families (see section 8.4 below). This support will be in the form of a letter identifying that their absence has reached a level that is concerning.

- Provide regular attendance reports 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 (including legal sanctions)

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:

- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education
- Use attendance data to find patterns and trends of persistent and severe absence. Every fortnight the Pastoral Support Officers produce a list of pupils with attendance below 93%. This list is shared with the Heads of Year, the SLT link and the SLT member responsible for Attendance. Parents/ carers of pupils with attendance below 93% will receive a letter advising that the pupil's attendance is a cause for concern. Pupils are set the target to achieve an attendance level of 97% or higher during a 6-week monitoring period. If the target is not met/attendance shows no improvement, this will be escalated, to the Attendance Support Meeting (see below). At this point the Local Authority will be notified of the pupil's absence level.
- Hold regular Attendance Support 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, for example through Early Help
 - Explain the potential consequences of, and sanctions for, persistent and severe absence
 - Review any existing actions or interventions
 - The Attendance Support Meeting will be held in school. The parent/carer, the pupil, the Pastoral Support Officer and the Head of Year will attend. The Local Authority Attendance Officer will either attend the meeting in person or will receive a copy of the Attendance Contract created during the meeting.
 - An Attendance Contract will be agreed during the meeting. The Attendance Contract will include: The barriers to attendance, strategies to improve attendance to be implemented by the pupil, the parent and the school and the role of external agencies in helping to improve the pupil's attendance. The local authority will receive a copy of the Attendance Contract.
- 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
- If attendance still does not show improvement the school will either:
 - Issue a penalty notice, or
 - Escalate to home visits by the Local Authority Attendance Officer. If there is no improvement in attendance following the home visits, then a Pupil Progress Meeting will be arranged by the Local Authority.

- Implement legal sanctions, where necessary. 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 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 it 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

9. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum once a year by the Pupil and Curriculum Committee. 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	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	Pupil has arrived late, after the register has

	closed	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