



PRINCE REGENT

STREET TRUST

Attendance Policy



Oxbridge Lane Primary School

Approved by: Lauren Amerigo

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1. Aims

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

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

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 \(applies from 19 August 2024\)](#) 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 Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

It also refers to:

- [School census guidance](#)

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

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
 - The Trust shares effective practice on attendance management and improvement across schools
 - Holding the headteacher to account for the implementation of this policy
- Holding the headteacher to account for the implementation of this policy

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
- Monitoring the impact of any implemented attendance strategies
- 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 (also known as the 'senior attendance champion') is responsible for:

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

The designated senior leader responsible for attendance is Lauren Amerigo and can be contacted via the school office 01642 607421.

3.4 The Education Welfare Officer

Where this policy refers to the education welfare officer, it refers to the education welfare officer supplied by Education Welfare Ltd. The education welfare officer is responsible for:

- Monitoring and analysing attendance data (see section 7)
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance, and the head teacher
- Follow school and local authority attendance procedures
- Work with partner agencies, including local authority Attendance Teams

3.5 Class Teachers

The class teachers are responsible for recording attendance for both morning and afternoon sessions on a daily basis, using the correct codes (see Appendix 1), and submitting this information to the school office by 9:10am daily.

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 Mrs Godfrey - Parent Support Advisor where appropriate, in order to provide them with more detailed support on attendance.

3.7 Parents

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

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

Parents are expected to:

- Make sure their child attends every and on time
- Call the school to report their child's absence before 8:30am 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. Where medical appointments are required during school hours, a copy of an appointment letter/confirmation will be requested.
- Keep to any attendance contracts and or attendance support plans that they make with the school and/or local authority
- Seek support, where necessary, for maintaining good attendance, by contacting Mrs Godfrey – Parent Support Advisor/Attendance, who can be contacted via 01642 607421 and selecting option 1 (reporting a school absence)

3.8 Pupils

Pupils are expected to:

- Attend school every day, on time.
- Engage in their learning and try their best.
- Voice their feelings to a trusted adult if challenges to attending school begin to arise.
- Understand that regular attendance is important to future success and wellbeing.

4. Recording attendance

4.1 Attendance register

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

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

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

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

See Appendix 1 for the DfE attendance codes.

We will also record:

- For pupils who are compulsory school age, whether the absence is authorised or not
- The nature of the activity, where a pupil is attending an approved educational activity
- The nature of circumstances, where a pupil is unable to attend due to exceptional circumstances

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

The school day starts at 9am (doors will open from 8.40am for morning learning routines) and ends at 3pm for years 1 and 2, Nursery and reception 3:10pm and year 3, 4, 5 and 6 at 3.15pm

Pupils must arrive in school by 8.55am on each school day.

The register for the first session will be taken at 9am and will be kept open until 9.10am. The register for the second session will be taken at 12.15pm for afternoon Nursery and Reception, 12:30pm for Year 1, Year 2 and Year 3, 1.15pm for Year 4, Year 5 and Year 6

4.2 Unplanned absence

The pupil's parent must notify the school of the reason for the absence on the first day of an unplanned absence by 8:30am, or as soon as practically possible, by calling the school office on 01642 607421 and selecting option 1 (reporting a school absence). Alternatively, absences can be reported by sending a text message, which includes the reason for absence, via school comms app.

If a parent/carer fails to contact the school to report an absence, Mrs Godfrey will send a first day response text message to the parent/carer to establish the reason for absence from 9.10am.

If the reason for absence is not established via the first day response a second attempt to contact parent/carers (and additional contacts if necessary) will be made via a phone call.

If the school has not established a reason for absence by 11.30am a welfare home visit may be conducted by the pastoral care team.

If a child is absent for more than four school days, even with parental contact, it may be necessary for members of our pastoral team to make a welfare visit. When a child is to be away from school for an extended period, for safeguarding reasons a member of staff must see the child in person.

This procedure will be repeated each day of absence.

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

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

4.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent notifies the school in advance of the appointment.

Parent/carers should provide evidence of appointments required during school hours such as medical appointment cards/notification or letters. Medical evidence can be handed into the main school office where a copy will be made or alternatively sent into school via email to-admin@oxbridgelane.org.uk

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

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

4.4 Lateness and punctuality

A pupil who arrives late:

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

When a U code is recorded this negatively impacts pupils attendance.

Persistent poor punctuality can result in missed learning time, reduced social interaction time and lower a child's self-esteem. School monitors punctuality via the register system. When patterns of poor punctuality begin to emerge a conversation with the child's parent/carer will be initiated by school to try and understand and identify any barriers that may be causing the poor punctuality. Where appropriate school will offer advice and support to remove barriers and work with the family to improve poor punctuality. Mrs Godfrey is responsible for working with pupils and their families to develop attendance/punctuality support plans.

4.5 Following up unexplained absence

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

- Call the pupil's parent on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school may complete a home visit and or contact statutory services e.g. police, social care.
- Identify whether the absence is approved or not.
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session(s) for which the pupil was absent
- Call the parent on each day that the absence continues without explanation, to make sure proper safeguarding action is taken where necessary. If absence continues, the school will invite parent/carers in for an attendance support meeting, if appropriate this will also include the pupil.
- 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.
- Support offered and actioned will be recorded on an attendance support plan. Attendance support plans will detail achievable targets and actions for school, parents and pupils. Plans will be reviewed at regular intervals.
- Where support is not appropriate, not successful, or not engaged with: then a referral will be made to the local authority following attendance procedures which may result in a notice to improve being issued, penalty notice or other legal intervention under the act (see section 5.2 below)

4.6 Reporting to parents

The school will regularly inform parents (see definition of 'parent', as used in this policy, in section 3.7 above) about their child's attendance and absence levels.

Parent/carers can request information about their child's attendance at any time via the main school office or speaking to Mrs Godfrey.

Mrs Godfrey will regularly discuss attendance with parent/carers when attendance becomes a concern.

Mrs Godfrey will regularly discuss attendance with parents to celebrate improvements in attendance.

Attendance letters are issued, which include pupil attendance certificates, when attendance becomes a concern.

Attendance is discussed during parents' evenings.

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

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

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

- Taking part in a regulated performance, or regulated employment abroad
- Attending an interview

- Study leave
- A temporary, time-limited part-time timetable
- Exceptional circumstances

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

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

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

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

Any request should be submitted as soon as it is anticipated and, where possible, at least four school weeks before the absence, and in accordance with any leave of absence request form, accessible via the class teacher, main school office or Mrs Godfrey. 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 Sanctions

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

Penalty notices

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

Before the issuing of a penalty notice, the local authority will consider the individual case, including:

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

- Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate

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

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

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

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

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

A **third** penalty notice 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.

(Penalty notices are “not a Money-Making Scheme” The money does not go to schools. Local authorities can use revenues to administer the fines system, and any surplus on “attendance support”. Any remaining surplus at the end of the year must be paid to the secretary of state.)

Notices to improve

If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, the local authority 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 are “Attendance Champions”

During celebration assembly each Friday, good attendance is recognised. The top 3 classes with the highest attendance for the week are celebrated by the whole school.

The class in 1st place are our “Attendance Champions” of week and receive the Oxbridge Lane Attendance Champions trophy to proudly display in their classroom until the following Friday. Each pupil in this class receives a biscuit, plus extra playtime on a Friday afternoon.

Each time a class are “Attendance Champions” they earn an attendance award plaque to keep in their classroom for the full half term. The class with the highest number of plaques at the end of each half term will choose a class treat for their collective hard work.

100% Raffle

Each Friday every pupil who achieves 100% attendance receives an 100% attendance raffle ticket. Pupils write their name on a raffle ticket and place their ticket into the class attendance box. At the end of each half term, during celebration assembly, a raffle ticket is drawn from each class box. The pupil whose ticket is drawn out chooses a prize. The more pupils attend school the more chances they have of being the raffle winner.

Certificates

At Oxbridge Lane we understand that our pupils will become unwell from time to time, so we celebrate good attendance on a termly basis. Pupils whose attendance is 100% during a term are awarded with a certificate to celebrate being in school every day at the end of the Autumn, Spring and Summer term. Likewise, pupils whose attendance is 95% or above are awarded with an excellent attendance certificate to celebrate this success.

Attendance Ambassadors

At Oxbridge Lane Primary School we have a group of dedicated Attendance Ambassadors from Year 5 and Year 6. They are selected for their excellent attendance during the previous academic year and are selected using a class vote. These pupils help to guide our whole school approach of improving attendance at Oxbridge Lane.

Responsibilities include:

Provide the whole school with a weekly attendance update during celebration assembly, including proudly announcing who the trophy winners are each week.

Award weekly attendance raffle tickets to their class peers.

Attend termly meetings to discuss how we promote good attendance in and around Oxbridge Lane Primary School.

Share pupil voice in relation to attending school and propose new ideas of how we can make our pupils school experience even better.

7. Supporting pupils who are absent or returning to school

7.1 Pupils absent due to complex barriers to attendance

Set out your approach towards pupils with complex barriers to attendance, including how you work with families and strategies for removing in-school barriers.

Where there are complex barriers to attendance, school will offer support and advice through our Parent Support Advisor, Early Help Support Advisor or school SENDCo to try to overcome these barriers and improve attendance.

The school's response will be determined by the needs of the individual or the wider, complex needs of the child's family. Support mechanisms could include any of the following or a combination of them:

Work in partnership with parent/carers and pupil to establish where support is required.

Make home visits

Sign post pupils and their families to external support services

Refer to Family Hub services/ school support team / Early Help

Refer to in school Thrive programme

Refer to The Bungalow Project

Refer to CAMHS

Make reasonable adjustments to remove barriers to attendance such as but not limited to:

Adjustments to entry/exit procedures

Adjustments to timetables where appropriate

Adjustments to uniform where appropriate

Identify of a key person in school to check in with identified pupils at key points during the day

Wellbeing check ins (daily/weekly/as there is need)

Access to movement breaks where appropriate

Access to sensory activities and space, as required

Meet and greets into school by a familiar adult

School may offer a phased return to school, if this in the best interest of the pupil.

Provide appropriate access to learning materials to support the recovery from a long-term illness or injury.

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

Set out your approach towards pupils absent from school due to mental or physical ill health or their SEND. Include how you work with families, adjustments the school may make, and the additional support you provide.

Where a pupil's attendance at school is impacted adversely by mental or physical ill health or their SEND, the school's response will be determined by the needs of the child or the wider complex needs of the child's family:

Work in partnership with parent/carers and pupil to establish where support is required.

Liaise with outside agencies for specialised support such as psychologists and psychiatrists; occupational health; NHS professionals such as consultants.

Provide families with the offer of Early Help Support where appropriate, this would involve referrals to outside agencies to support the needs of the child and their family.

Where a pupil has an education health and care (EHCP) 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

Set out your approach to supporting pupils back into school after a lengthy or unavoidable period of absence.

Welcome back meeting will be arranged parent/carers and pupil to meet with class teacher or Mrs Godfrey to establish the best solution to support the pupil in returning to school.

The school will follow and act on medical advice so that adaptations can be made to support the pupil where it is possible to do so. Any risk assessments will be carried out if appropriate, such as following an injury/illness.

Adaptions to seating or access to classrooms may be put in place where possible, if this supports the physical needs of the pupil.

Where a pupil has missed a significant period in school due to unavoidable medical need pupils will then be supported through pupil progress arrangements to help bridge any gaps in learning. School will also work proactively with hospital education teams where and when necessary.

8. Attendance monitoring

Mrs Godfrey monitors attendance daily and analyses attendance figures every 4-weeks looking for trends, patterns or sudden variants to pupil's attendance. This allows her to then have direct discussions with parents/carers and offer support were necessary.

8.1 Monitoring attendance

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.

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 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
 - Implement sanctions, where necessary (see section 5.2, above)

9. Monitoring arrangements

This policy will be reviewed as guidance from the local authority and/or DfE is updated, and as a minimum biannually by Lauren Amerigo. 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

		<p>trial or sentencing, or</p> <ul style="list-style-type: none"> • 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