

ATTENDANCE POLICY

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Approval by:

FULL TRUSTEE BODY/
A&C COMMITTEE/
HR & FINANCE COMMITTEE/
BH&S COMMITTEE
ACADEMY PRINCIPAL

1.Aims

This policy aims to show our commitment to meeting our obligations with regards to school attendance, including those laid out in the statutory guidance on [Working together to improve school attendance](#) from the Department for Education (DfE). We aim to achieve this through our whole-school culture and ethos that values good attendance, which includes:

- 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 DfE's statutory guidance on [Working together to improve school attendance](#) 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](#)
- Maintained schools: Part 3 of the [Education Act 2002](#)
- Part 7 of the [Education and Inspections Act 2006](#)
- [The School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)
- The [Equality Act 2010](#)
- It also refers to:
 - [School census guidance](#)
 - [Keeping Children Safe in Education](#)
 - [Mental health issues affecting a pupil's attendance: guidance for schools](#)
 - [Ofsted's 2025 framework toolkit](#)

3. Roles and responsibilities

3.1 The trustee board

The trustee board is responsible for:

- Setting high expectations of all school leaders, staff, pupils and parents/carers
- Making sure school leaders fulfil expectations, statutory duties and comply with the law on school attendance, 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
- Recognizing 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 in 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 Executive Principal to account for the implementation of this policy

3.2 The Executive Principal

The Executive Principal is responsible for:

- The implementation of this policy at the school
- Monitoring school-level absence data and reporting it to trustees
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Referring to the LA regarding penalty notices, where necessary, and/or authorising the Associate Principal to be able to do so

- Working with the parents/carers 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/carers through all available channels
- Sharing information from the school register with the local authority, including:
 - Notifying the local authority when a pupil's name is added to or deleted from the school admission register outside of standard transition times
 - Providing the local authority with the details of pupils who fail to attend school regularly, or who have been marked with an unauthorised absence for a continuous period of 10 school days
 - Providing the local authority with the details of pupils who the school believes will miss 15 days consecutively or cumulatively because of sickness

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/carers 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 the Associate Principal, Karen Draper, and can be contacted via office@oxleyparkacademy.com.

3.4 The attendance administrator

The school attendance administrator 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 Executive Principal
- Advising Associate Principal (authorised by the Executive Principal) when to issue fixed-penalty notices

Together with the designated senior leader responsible for attendance:

- Benchmarking attendance data to identify areas of focus for improvement
- Working with education welfare officers to tackle persistent absence
- Monitoring and analysing attendance data (see section 9)

The attendance administrator is Mrs Andrea Bright and can be contacted via 01908 506899 or through the office email on office@oxleyparkacademy.com.

3.5 Class teachers

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 8:45am

3.6 School office staff

School office staff will:

- Amend N codes on daily registers, recording attendance for both morning and afternoon sessions on a daily basis, using the correct codes (see Appendix 1)
- Take calls from parents/carers about absence on a day-to-day basis and record it on the school system
- Call remaining N codes to seek clarification of reason for non-attendance. If not able to make contact with the parent, alert a member of SLT.

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 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 day 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 if not agreed otherwise, and advise when they are expected to return
- Provide the school with more than 1 emergency contact number for their child. If the child is in the Early Years Foundation Stage, provide more than 2 emergency contact numbers, where possible.
- 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
- Seek support, where necessary, for maintaining good attendance, by contacting the attendance officer, who can be contacted via office@oxleyparkacademy.com

3.8 Pupils

Pupils are expected to:

- Attend school every day, on time

4. Recording attendance

4.1 Attendance register

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

We will take our attendance register at the start of each morning session of each school day and once during each afternoon 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 a place other than school
- Absent
- Absent – unable to attend due to unavoidable causes

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.

The school day starts at 8:30am (gates open 8:25am) and ends at 3pm

Gates will close at 8:40am on each school day.

The register for the first session will be close at 8:45am The register for the second session will be taken at 1pm and will be kept open until 1:15pm

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 staff, who can be contacted via 01908 503870 and leaving an answerphone message.

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 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.

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.

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. See 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 absent, using the appropriate code

We identify and respond to ongoing punctuality issues;

- Punctuality is monitored
- A member of SLT is on the gate each morning to give verbal reminders to families
- Late figures are shared weekly with all families
- Parents are phoned
- Letters are sent
- Parental contracts are put in place if calls and initial warning letters aren't successful
- We liaise with the Local Authority's senior attendance officer if things do not improve

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 contact the police or M.A.S.H
- 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
- Where relevant, report the unexplained absence to the pupil's social worker and/or 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 7 below), as appropriate

4.6 Reporting to parents

The school will regularly inform about their child's attendance and absence levels.

5. Authorised absence

5.1 Approval for term-time absence

The Executive Principal 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 for employment or for admission to another educational institution
- Study leave
- A temporary, time-limited part-time timetable
- Exceptional circumstances

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

We define 'exceptional circumstances' as rare and unexpected circumstances which are unlikely to reoccur. Examples include:

- Medical emergencies
- Family emergencies (e.g. death of a relative)

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 2 weeks before the absence, and in accordance with any leave of absence request form, accessible via our website.

The Associate Principal may require evidence to support any request for leave of absence.

5.2 Other reasons for authorised 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 for religious observance
- Parent(s) travelling for occupational purposes – a pupil is a mobile child if their parent is travelling in the course of their trade or business and the pupil is travelling with them. In these circumstances a pupil will be considered as a mobile child, provided they are of compulsory school age and have no fixed abode and whose parent is in a trade or business that requires them to travel from place to place
- If the pupil is currently suspended or excluded from school (and no alternative provision has been made)

5.3 Absences from the school site (which are not classified as absences)

The headteacher will allow pupils to be absent from the school site for certain educational activities, or to attend other schools or settings. These are not classified as absences. Reasons 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

6. Strategies for promoting attendance

We want our pupils to succeed and develop their skills. To do this, pupils need to avoid missing lessons and days of school as much as possible. As a school, we want to reward high attendance and not just penalise pupils for poor attendance.

Classes are celebrated for their attendance as part of our FAB rewards.

Letters are sent home acknowledging the positive changes we have seen in attendance.

7. Supporting pupils with poor attendance

Our school will make use of the full range of support and 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.

7.1 Parent contract

- We use parent contracts as a form of attendance support.
- A parent contract is a formal written agreement between a parent and the school to address irregular attendance at school. A parent contract is not legally binding, but it provides a more formal route where previous support has not worked or would not have been appropriate.
- Parents cannot be compelled to enter into a contract, and the school cannot agree on a parent contract in a parent's absence.
- Where a parent contract would be an appropriate form of support, the school will arrange a meeting with the parent (and pupil if they are old enough to understand) to discuss how we can work in partnership to improve the pupil's attendance.
- Where parents fail to comply with an agreed contract, the school may seek an alternative course of action. In the first instance, this will include discussions with the parents to seek explanations and determine whether the attendance contract remains useful. Where there is further non-compliance following these discussions, the school may take further action.

7.2 Education supervision order

In cases where voluntary early help plans and attendance contracts have been unsuccessful; we may work with the local authority to issue an education supervision order. If an education supervision order is considered, the local authority will inform the parent(s) in writing and set up a meeting.

- An education supervision order is a formal intervention but **not** criminal prosecution.
- An education supervision order initially lasts for 1 year, but it can be extended within the last 3 months for a period of up to 3 years at a time.
- In cases where parents persistently fail to meet the directions given under the education supervision order, they may be liable to a fine of up to £1,000 upon conviction.

7.3 Notice 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.

A notice 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.

It 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, or prosecution considered, 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

7.4 Penalty notices

The Executive Principal and Associate Principal can recommend a fine to be processed. 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.

If the school issues a penalty notice, we will check with the local authority before doing so and send the local authority 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.

8. Supporting pupils who are absent or returning to school

8.1 Pupils absent due to complex barriers attendance

The school is committed to ensuring that all pupils can access education consistently and safely. We recognise that some pupils experience complex, multifaceted barriers to attendance, including social, emotional, mental health, medical, SEND, or family-related challenges. Our approach is rooted in early identification, compassionate engagement, and coordinated support.

The school will work in partnership with pupils, families, and external agencies to remove barriers, promote wellbeing, and secure sustained attendance.

The school will identify pupils with complex barriers through:

- Patterns of persistent or irregular absence
- Concerns raised by staff, parents/carers, or external professionals
- Information relating to SEND, safeguarding, health, or family circumstances
- Pupil voice and self-reported difficulties

Where complex barriers are suspected, the school will undertake a holistic assessment to understand the underlying causes of absence.

We recognise that families experiencing complex challenges may feel overwhelmed, anxious, or mistrustful of services. The school therefore adopts a supportive, non-judgemental approach.

Our commitments:

- To communicate with empathy, clarity, and respect
- To offer flexible meeting arrangements, including home visits where appropriate
- To work collaboratively to agree shared goals and expectations
- To recognise and build upon family strengths
- To ensure a single, consistent point of contact for the family
- To maintain regular communication and celebrate progress

The school will never use punitive language or approaches with families experiencing complex barriers.

The school acknowledges that some barriers may arise from the school environment itself. We are committed to identifying and addressing these promptly.

Strategies the school may implement:

- Daily meet-and-greet by a known adult
- Adjusted start times or early entry
- Access to quiet or low-stimulus spaces
- Scaffolded learning and targeted academic support
- Pastoral check-ins and mentoring
- Adaptations to behaviour expectations where appropriate
- Timetable flexibility, including phased returns
- Access to nurture provision or wellbeing interventions

All adjustments will be time-limited, reviewed regularly, and designed to support a return to full participation.

Where a pupil's needs extend beyond the school's capacity, we will work with relevant external partners, which may include:

- Educational Psychology
- SEND services
- CAMHS or mental health practitioners
- Early Help or social care
- Medical professionals
- Family support workers
- Youth services

The school will contribute to and coordinate multi-agency plans, ensuring clarity of roles, shared objectives, and regular review.

For pupils with complex barriers, the school will develop a personalised Attendance Support Plan in collaboration with the pupil, family, and relevant professionals.

Plans will include:

- A summary of identified barriers
- The pupil's voice and aspirations
- Agreed actions for the school, family, and external agencies
- Reasonable adjustments and support strategies
- Short-term and long-term goals
- A review schedule

Plans will be monitored closely and adapted as needs change.

The school will monitor:

- Attendance patterns
- Engagement in learning
- Emotional wellbeing indicators
- Effectiveness of interventions

Progress will be reviewed with the pupil and family at agreed intervals. Small steps of improvement will be recognised and celebrated.

Where attendance does not improve despite support, or where concerns escalate, the school will:

- Review the support plan
- Consider additional assessments or referrals
- Follow safeguarding procedures where appropriate
- Work with the Local Authority in line with statutory guidance

The school will always prioritise the welfare and safety of the pupil.

8.2 Pupils absent due to mental or physical ill health

The school is committed to ensuring that pupils experiencing mental or physical ill health are supported to maintain engagement with education and return to school safely and sustainably. We recognise that illness can affect attendance in complex ways and that a compassionate, flexible, and coordinated approach is essential.

The school will work closely with families, health professionals, and external agencies to understand needs, reduce barriers, and provide appropriate adjustments.

Where a pupil is absent due to mental or physical ill health, the school will:

- Make early, sensitive contact with parents/carers
- Seek to understand the nature of the illness and any expected impact on attendance
- Agree a communication plan with the family and or medical experts
- Request relevant medical or professional information where appropriate.

We recognise that families managing ill health may feel stressed, anxious, or overwhelmed. The school therefore adopts a supportive, non-judgemental approach.

- To communicate with empathy, clarity, and respect
- To offer flexible meeting arrangements (in-school, phone, online, or home visits where appropriate)
- To work collaboratively to agree realistic expectations and next steps
- To provide a single, consistent point of contact
- To ensure families understand available support and adjustments
- To celebrate progress, however small

Families will never be penalised for legitimate illness, and the school will work with them to prevent unnecessary escalation.

Where a pupil is unable to attend school due to ill health, the school will seek to maintain connection with learning and the school community.

This may include:

- Access to remote learning resources
- Adapted work packs or reduced workload
- Regular check-ins from a trusted adult
- Opportunities to remain involved in school life (e.g., clubs, tutor group activities, virtual participation where appropriate)

The school will make reasonable adjustments to support attendance and reintegration, based on individual need and professional guidance.

Possible adjustments include:

For physical ill health:

- Modified timetable or reduced hours
- Rest breaks or access to medical spaces
- Adapted physical environment (e.g., seating, lift access, reduced movement between rooms)
- Adjustments to PE or practical subjects
- Support with mobility or personal care where appropriate

For mental health difficulties:

- Gradual or phased return
- Early or quiet entry to avoid busy transitions
- Access to a safe space or wellbeing hub
- Reduced sensory load or quieter working areas
- Pastoral mentoring or daily check-ins
- Adjusted expectations around homework or assessments
- Support from school counsellors or mental health practitioners

Where appropriate, the school will work with:

- GPs and medical specialists
- CAMHS or mental health services
- Educational Psychology
- SEND services
- Early Help or social care
- School nursing teams
- Family support workers

The school will contribute to multi-agency plans, ensuring clarity of roles, shared objectives, and regular review.

When a pupil is ready to return, the school will develop a personalised reintegration plan in collaboration with the pupil, family, and relevant professionals.

Plans may include:

- A phased timetable

- Identified safe spaces and key adults
- Adjusted curriculum expectations
- Strategies to manage anxiety or fatigue
- Clear review points and success criteria

The school will monitor:

- Attendance patterns
- Engagement in learning
- Wellbeing indicators
- Effectiveness of adjustments

Regular review meetings will be held with the pupils and family. Adjustments will be adapted as needs change.

Where prolonged or unexplained absence raises concerns about a pupil's welfare, the school will follow safeguarding procedures. Where medical evidence is required to authorise absence, the school will request this sensitively and proportionately.

The school will work with the Local Authority where statutory processes are required, ensuring that illness is always considered within the context of the pupil's needs.

8.3 Pupils absent due to other barriers to attendance

Other barriers to attendance may include:

- Having SEND (and or an EHC plan)
- Being disadvantaged
- Being known (or previously known) to children's social care
- Having other barriers to attendance (e.g. young carers)

We talk to families regarding any reasonable adjustments and/or interventions that we can put in place to support attendance for anyone in the following groups. We aim to provide timely and appropriate support which is, well-chosen and targeted.

- We will use visual timetables, sensory breaks, quiet arrival, safe space, reduced demands during reintegration, if reintegration is required
- We will meet with the adults and children to include graduated exposure for anxiety-based non-attendance.
- We will plan for the child to use technology if it supports them and have reasonable timetable flexibility.
- We can offer access to breakfast club, uniforms, and equipment.
- We will put in place daily check-ins; continue to build good relationships with adults in school; celebrating incremental gains, involvement with the learning mentor.
- We will access the support of outside agencies where this will benefit the family and child, e.g. Early Help, parenting courses, signposting to financial/housing help.

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

For pupils returning back into school after a lengthy or unavoidable period of absence the school will:

- Gather information around any ongoing needs, and any anxieties the pupil or family has.
- Meet with parents/carers to agree on expectations, support, and communication channels.
- Liaise with external agencies if relevant (e.g., medical professionals, social care, attendance teams).
- Plan a personalised reintegration timetable if a full return is overwhelming.
- Ensure the child is greeted by a familiar adult
- Provide a quiet space they can use if needed. (including at break/ lunchtimes)
- Reintroduce them to routines, expectations, and key staff.
- Assign a key adult who checks in daily.
- Arrange peer support — a buddy system
- Reconnect the child with clubs, roles, or responsibilities they enjoyed before.
- Provide a gentle diagnostic to identify gaps without making the pupil feel behind.
- Prioritise essential knowledge rather than trying to “catch up everything”.
- Offer short-term interventions or tutoring if needed.
- Share a clear plan with the pupil so they understand what to expect.

A phased return can include:

- Shortened days
- Reduced subjects initially
- Time in our wellbeing spaces (E.g Sanctuary provision, calm room)
- Gradual increase in expectations
- Regular check-ins with named staff (E.g Learning Mentor)
- If required, we can teach self-regulation strategies (breathing, grounding, and planning).

To support a phased return:

- We will agree on how often updates will be shared.
- We will celebrate small wins, not just raise concerns.
- We will keep adults at home as part of the solution, not the problem.
- Track attendance, engagement, and wellbeing
- Hold short review meetings with the pupil.
- Adjust the plan if something isn't working.

8.5 Prolonged absence for children in the EYFS

In cases of prolonged absence, or when a child is absent without notification, we will attempt to contact the child's parents and alternative emergency contacts.

When deciding whether a child's absence should be considered prolonged, we will consider the:

- Patterns and trends in the child's absences and their personal circumstances
- Vulnerability of the child and their parents, as well as the circumstances of their home life

We will also implement our safeguarding procedures (see our child protection/safeguarding policy) and refer any concerns to local children's social care and/or request a police welfare check.

9. Attendance monitoring

9.1 Monitoring attendance

The school will monitor attendance and absence data (including punctuality) weekly, 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.

The school has granted the DfE access to its management information system so the data can be accessed regularly and monitored.

Data will be collected each term and published at national and local authority level through the DfE's school absence of 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 levels against local, regional, and national levels to identify areas of focus for improvement and share this with the trustee board.

9.2 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

9.3 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 we have identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence, and their families (see section 9.4 below)
- Provide regular attendance reports to [class teachers/form tutors], to facilitate discussions with pupils and families, and to the trustee
- 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

9.4 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
- Have phone calls and send letters informing parents of attendance concerns
- Monitor closely children and families causing concern
- 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 7, above)

10. Monitoring arrangements

This policy will be reviewed as guidance from the local authority and/or DfE is updated, and as a minimum, annually, by the attendance officer. At every review, the policy will be approved by the full trustee board.

11. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy
- Supporting pupils with medical conditions
- EYFS 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: 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