

Warrington St. Ann's CE Primary School

Attendance and Absence Policy

Statement of intent

Warrington St. Ann's CE Primary School believes that in order to facilitate teaching and learning, good attendance is essential. Pupils cannot achieve their full potential if they do not regularly attend school.

We understand that barriers to attendance are complex, and that some pupils find it harder than others to attend school; therefore, we will continue to prioritise cultivating a safe and supportive environment at school, as well as strong and trusting relationships with pupils and parents.

We take a whole-school approach to securing good attendance, and recognise the impact that our efforts in other areas – such as the curriculum, behaviour standards, bullying, SEND support, pastoral support, and the effective use of resources such as pupil premium – can have on improving pupil attendance.

We are committed to:

- Promoting and modelling high attendance and its benefits.
- Ensuring equality and fairness for all.
- Ensuring this attendance policy is clear and easily understood by staff, pupils, parents and carers.
- Intervening early and working with other agencies to ensure the health and safety of our pupils.
- Building strong relationships with families to overcome barriers to attendance.
- Working collaboratively with other schools in the area, as well as other agencies.
- Ensuring parents follow the framework set in section 7 of the Education Act 1996, which states that the parent of every child of compulsory school age shall cause them to receive efficient full-time education suitable to their age, ability and aptitude, and to any SEND they may have, either by regular attendance at school or otherwise.
- Ensuring our attendance policy is clear and easily understood by all staff, parents and pupils.
- Regularly monitoring and analysing attendance and absence data to identify pupils or cohorts that require more support.

The school's attendance officer is Mrs. Keen, and can be contacted via office@wstanns.co.uk

Staff, parents and pupils will be expected to contact the attendance officer, via the school office, for queries or concerns about attendance.

1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Education Act 2002
- Equality Act 2010
- The Education (Pupil Registration) (England) Regulations 2006 (As amended)
- The Children (Performances and Activities) (England) Regulations 2014
- Children and Young Persons Act 1963
- DfE (2022) 'Working together to improve school attendance'
- DfE (2022) 'Keeping children safe in education 2022'
- DfE (2016) 'Children missing education'
- 2024 government guidance [Working together to Improve School Attendance](#)

This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- Complaints Procedures Policy
- Behaviour Policy
- SEND Policy
- Designated Teacher Policy (children in care and previously looked after children)

2. Roles and responsibilities

The governing board has overall responsibility for:

- Monitoring the implementation of this policy and all relevant procedures across the school.
- Promoting the importance of good attendance through the school's ethos and policies.
- Arranging attendance training for all relevant staff that is appropriate to their role.
- Working with the SLT to set goals for attendance and providing support and challenge around delivery against those goals.
- Regularly reviewing attendance data.
- Ensuring that this policy, as written, does not discriminate on any grounds, including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the school's Complaints Procedures Policy.
- Having regard to 'Keeping children safe in education' when making arrangements to safeguard and promote the welfare of children.

The headteacher is responsible for:

- The day-to-day implementation and management of this policy and all relevant procedures across the school.
- Appointing a member of the SLT to the attendance officer role.

- Ensuring all parents are aware of the school's attendance expectations and procedures.
- Ensuring that every pupil has access to full-time education and will act as early as possible to address patterns of absence.

Staff are responsible for:

- Following this policy and ensuring pupils do so too.
- Ensuring this policy is implemented fairly and consistently.
- Modelling good attendance behaviour.
- Using their professional judgement and knowledge of individual pupils to inform decisions as to whether any welfare concerns should be escalated.
- Where designated, taking the attendance register at the relevant times during the school day.

The attendance officer is responsible for:

- The overall strategic approach to attendance in school.
- Developing a clear vision for improving attendance.
- Monitoring attendance and the impact of interventions.
- Analysing attendance data and identifying areas of intervention and improvement.
- Communicating with pupils and parents with regard to attendance.
- Following up on incidents of persistent poor attendance.
- Informing the LA of any pupil being deleted from the admission and attendance registers.

Pupils are responsible for:

- Attending their lessons and any agreed activities when at school
- Being on time daily for school – with support from their family.

Parents and carers are responsible for:

- Providing accurate and up-to-date contact details.
- Providing the school with more than one emergency contact number.
- Updating the school if their details change.
- The attendance and punctuality of their children at school.
- Promoting good attendance and punctuality with their children.

3. Definitions

The following definitions apply for the purposes of this policy:

Absence:

- Arrival at school after the register has closed
- Not attending school for any reason

Authorised absence:

- An absence for sickness for which the school has granted leave
- Medical or dental appointments which unavoidably fall during school time, for which the school has seen appointment information and has granted leave
- Religious or cultural observances for which the school has granted leave
- An absence due to a family emergency for which the school has granted leave

Unauthorised absence:

- Parents keeping children off school unnecessarily or without reason
- Truancy before or during the school day
- Absences which have never been properly explained
- Arrival at school after the register has closed
- Absence due to shopping, looking after other children or birthdays
- Absence due to day trips and holidays in term-time which have not been agreed

Persistent absence (PA):

- Missing 10 percent or more of schooling across the year for any reason

Severe absence (PA):

- Missing 50 percent or more of schooling across the year for any reason

4. Attendance expectations

The school has high expectations for pupils' attendance and punctuality, and ensures that these expectations are communicated regularly to parents and pupils.

Pupils will be expected to attend school punctually every day they are required to be at school, for the full day.

The school day starts at 8:50am and ends at 3:20pm

Registers are taken at the beginning of the school day and at the beginning of the afternoon session:

- The children's entrance doors open at 8.45am and close at 8.55am. Children who arrive after this need to come into school through the main entrance at the school office.
- The morning register will be marked in the classroom. Pupils will receive a late mark if they do not arrive at school before 8.55am. Pupils attending after this time will receive an L mark to show that they were on site, but this will count as a late mark
- The morning register close at 9:20am. Pupils will receive a U code which records that a child is in school but counts as an absence mark.
- The afternoon register will be marked by 1:20pm.
- Pupils will receive a mark of absence if they are not present

Pupils and parents or carers will be encouraged to communicate any concerns related to attendance and absence as soon as possible to the school office or the class staff.

5. Absence procedures

Parents or carers will be required to contact the school office via telephone before 9:00am on the first day of their child's absence – they will be expected to provide an explanation for the absence and an estimation of how long the absence will last, e.g. one school day.

Where a pupil is absent, and their parent has not contacted the school by the close of the morning register to report the absence, administrative staff will contact the parent to ask the parent or carer to call to let us know why their child is absent. If the parent has not contacted the school within an hour morning school will endeavour to contact the parent or carer by phone. If no contact can be made with the family school may contact other adults on the pupil's contact list or a member of SLT may decide a home visit is needed carry out a home visit – this will always be 2 members of school staff.

The school will always follow up any absences in order to:

- Ascertain the reason for the absence.
- Ensure the proper safeguarding action is being taken.
- Identify whether the absence is authorised or not.
- Identify the correct code to use to enter the data onto the school census system.

The school will not usually request medical evidence in most circumstances where a pupil is absent due to illness; however, the school reserves the right to request supporting evidence where the child has attendance below 90% in the year, or in the previous academic year. School may also request this evidence if there is genuine and reasonable doubt about the authenticity of the illness.

Home visits may also be undertaken if a child has attendance below 90% or is vulnerable due to safeguarding concerns. The family will be informed by phone or an email to inform them that a home visit will take place.

The school attendance officer meets at least half termly with the Local Authority Attendance Officer to discuss attendances. Letters are sent out to parents / carers where attendance is a concern and parents may be invited into school to meet with the LA Attendance Officer to discuss a plan to improve this and address any barriers which may be affecting this. Where attendance is not improving and a children becomes a Persistent Absentee with any unauthorised absences the Fast Track Prosecution Process may be initiated.

Clear Thresholds for Penalty Notices. Penalty notices will be considered if one of the three criteria below are met.

- Code U – late after the close of registration. If there are 10 or more sessions missed over a 10-week period and a notice to improve has not brought about a change.
- Code G or O – if there has been one extended period of absence which is greater than 10 sessions over a 12-month rolling

Note: A typical school day consists of two sessions – a morning and an afternoon. The 10 sessions referred to above will be equivalent to 5 typical school days.

- If they any of the above criteria are met, Warrington Borough Council may issue each parent a fine of £80, rising to £160 if you do not pay within 21 days.
- Each parent may get up to 2 fines for the same child in a 3-year period.
- If a second fine is issued in 3 years it will be £160 – there is no option to pay at the lower rate.
- If the fine is not paid in 28 days, a court prosecution may follow.
- If fines occur 3 or more times within the 3 years parents will not be fined but may be taken to court, which could result in a criminal record.

The Local Authority Education Welfare Department acts as the authorised officer for issuing FPNs on behalf of the Council.

Stronger Emphasis on Early Support. We work closely with families to address any concerns that may affect your child's attendance. We encourage parents to engage with school early if you have identified any challenges in maintaining regular attendance for your child.

What this means for parents. Please be assured that our priority is to work together to support your child's education. We understand that circumstances may arise that could impact attendance, and we are here to help in the first instance. If you have any concerns or need assistance, please contact

your child's school. It is important that you notify the school as early as possible regarding any planned absences and that you provide documentation if your child is unwell for extended periods.

Where a pupil has not returned to school for 10 days after an authorised absence, or is absent from school without authorisation for 20 consecutive school days, the school, with support from the LA attendance team, will carry out checks for a Child Missing In Education. This may result in removal the pupil from the admissions register if the school and the LA have failed to establish the whereabouts of the pupil after making reasonable enquiries.

6. Attendance register

The school uses Arbor to keep attendance registers to ensure they are as accurate as possible and can be easily analysed and shared with the appropriate authorities.

Classroom staff members will take the attendance register at the start of each school day and at the start of the afternoon session. This register will record whether pupils are:

- Present.
- Absent.
- Attending an approved educational visit.
- Unable to attend due to exceptional circumstances.

The school will use the national attendance codes to ensure attendance and absence are monitored and recorded in a consistent way. The following codes will be used:

- / = Present in the morning
- \ = Present in the afternoon

- L = Late arrival before the register has closed
- U = Arrived after registration closed
- I = Illness
- M = Medical or dental appointments
- R = Religious observance
- G = Unauthorised holiday
- O = Unauthorised absence
- N = Reason not yet provided
- X = Not required to be in school
- C = Other authorised circumstances
- C1 = Leave of absence granted by the school for participating in a regulated performance
- C2 = Leave of absence for compulsory school aged pupils subject to a part-time timetable
- E = Suspended or Excluded but no alternative provision made
- K = Attending education provision arranged by the Local Authority
- J1 = Leave of absence for pupils attending an interview for admission to another educational institution
- B = Attending any other Approved Educational Activity
- S – Study Leave
- T = Travelling with parents for occupational reasons
- V = Educational visit or trip
- W = Attending work experience
- P = Participating in a supervised sporting activity
- D = Dual registered – at another educational establishment
- Q = Unable to attend school because of a lack of access arrangements
- Y1 Unable to attend as normal transport not available
- Y2 = Unable to attend due to widespread travel disorder
- Y3 = Unable to attend due to unavoidable partial school closure
- Y4 = Unable to attend unavoidable full school closure
- Y5 = Unable to attend due to criminal justice detention
- Y6 = Unable to attend due to public health guidance
- Y7 = Unable to attend due to other unavoidable circumstances

When the school has planned in advance to be fully or partially closed, the code ‘#’ will be used for the relevant pupils who are absent.

All amendments made to the attendance register will include the amended entry, the reason for the amendment, the date of amendment and the name and role of the person who made the amendment.

Every entry received into the attendance register will be preserved for three years.

7. Authorising parental absence requests

Parents will be required to request certain types of absence in advance. All requests for absence will be handled by the headteacher – the decision to grant or refuse the request will

be made by the headteacher within the DFE guidance criteria, taking the best interests of the pupil and the impact on the pupil's education into account. The headteacher's decision is not subject to appeal; however, the school will consider each request for absence by parents carefully. The Headteacher may choose to take advice from the LA attendance team.

Leave of absence

The school will only authorise a pupil a leave of absence in significant, exceptional circumstances. In order to have requests for a leave of absence considered, the school will expect parents and carers to contact the headteacher in writing, using the school form which can be accessed from the website or the school office, at least two weeks prior to the proposed start date of the leave of absence, providing the reason for the proposed absence and the dates during which the absence would be expected to occur.

Any requests for leave during term time will be considered on an individual basis and the pupil's previous attendance record will be taken into account. The school will not authorise leave of absence for the purposes of family holidays, unless there is a significant exceptional circumstance. Where an absence is authorised, the headteacher will determine the length of time that the pupil absence can be authorised.

Requests for leave will not be authorised in the following circumstances:

- Immediately before and during statutory assessment periods
- When a pupil's attendance record shows any previous unauthorised absence
- Where a pupil's authorised absence record is already above 10 percent for any reason

If term-time leave is not authorised, taking a pupil out of school will be recorded as an unauthorised absence and may result in sanctions, such as a penalty notice. The school cannot authorise leaves of absence retrospectively; therefore, any absences that were not approved by the school in advance will be marked as unauthorised.

Illness and healthcare appointments

Parents and carers will be expected to make medical or dental appointments outside of school hours wherever possible. Where this is not possible, parents and carers will need to show appointment information and will be expected to obtain approval for their child's absence to attend such appointments as far in advance as is practicable. Parents and carers will be responsible for ensuring their child misses only the amount of time necessary to attend the appointment.

Performances and activities, including paid work

The school will ensure that all pupils engaging in performances or activities, whether they receive payment or not, which require them to be absent from school, understand that they will be required to obtain a licence from the LA which authorises the school's absence(s).

Additional arrangements will be made by the school for pupils engaging in performances or activities that require them to be absent from school to ensure they do not fall behind in their education – this may involve private teaching. These arrangements will be approved by the LA who will ensure that the arrangements are suitable for the pupil.

The pupil will receive education that, when taken together over the term of the licence, amounts to a minimum of three hours per day that the pupil would be required to attend a school maintained by the LA issuing the licence. This requirement will be met by ensuring a pupil receives an education:

- For not less than six hours a week; and
- During each complete period of four weeks (or if there is a period of less than four weeks, then during that period), for periods of time not less than three hours a day; and
- On days where the pupil would be required to attend school if they were attending a school maintained by the LA; and
- For not more than five hours on any such day.

Where a licence has been granted by the LA and it specifies dates of absence, no further authorisation will be needed from the school. Where an application does not specify dates, and it has been approved by the LA, it is at the discretion of the headteacher to authorise the leave of absence for each day. The headteacher will not authorise any absences which would mean that a pupil's attendance would fall below 96 percent. Where a licence has not been obtained, the headteacher will not authorise any absence for a performance or activity.

Religious observance

Parents and carers will be expected to request absence for religious observance at least two weeks advance.

The school will only accept requests from parents for absence on grounds of religious observance for days that are exclusively set apart for religious observance by the relevant religious body. The school will define this as a day where the pupil's parents or carers would be expected by an established religious body to stay away from their employment to mark the occasion.

The school may seek advice from the religious body in question where there is doubt over the request.

Gypsy, Roma and Traveller absence

Where a pupil's parent or carer belongs to a community covered by this code and is travelling for occupational purposes, the parent or carer will be expected to request a leave of absence for their child at least two weeks in advance. Absences will not be authorised for pupils from these communities under this code for reasons other than travel for occupational purposes.

8. SEND- and health-related absences

The school recognises that pupils with SEND and/or health conditions, including mental health issues, may face greater barriers to attendance than their peers, and will incorporate procedures to support pupils who find attending school difficult.

In line with the SEND Policy, the school will ensure that reasonable adjustments are made for disabled pupils to reduce barriers to attendance, in line with any EHC plans or IHPs that have been implemented. The school will secure additional support from external partners to help bolster attendance where appropriate.

Where the school has concerns that a pupil's non-attendance may be related to mental health issues, parents or carers will be contacted to discuss the issue and whether there are any contributory factors to their child's lack of attendance. Where staff have a mental health concern about a pupil that is also a safeguarding concern, they will inform the DSL and the Child Protection and Safeguarding Policy will be followed. Pupils will be supported with their mental health in accordance with the school's Social, Emotional and Mental Health (SEMH) Policy.

If a pupil is unable to attend school for long periods of time due to their health, the school will:

- Inform the LA if a pupil is likely to be away from the school for more than 15 school days.
- Provide the LA with information about the pupil's needs, capabilities and programme of work.
- Help the pupil reintegrate at school when they return.
- Make sure the pupil is kept informed about school events and clubs.
- Encourage the pupil to stay in contact with other pupils during their absence.

The school will incorporate an action plan to help any pupils with SEND and/or health issues cope with the stress and anxiety that attending school may cause them. Such plans will be regularly monitored and reviewed until the pupil is attending school as normal and there has been signs of significant improvement.

To support the attendance of pupils with SEND and/or health issues, the school will consider:

- Holding termly meetings to evaluate any implemented reasonable adjustments.
- Offer pastoral support.
- Carrying out strengths and difficulties questionnaire.
- Using an internal or external specialist.
- Enabling a pupil to have a reduced timetable within school for a set period of time, ie offer an alternative activity to one which is impacting on pupil's anxiety.
- Ensuring a pupil can have somewhere quiet to spend lunch and breaktimes.
- Implementing a system whereby pupils can request to leave a classroom if they feel they need time out.
- Temporary late starts or early finishes.
- Phased returns to school where there has been a long absence.

9. Leave during lunch times

Parents or carers may be permitted to take their child away from the school premises during lunch times with permission from the headteacher – it is at the headteacher's discretion as to whether a pupil will be allowed to leave the premises.

The headteacher will consider the request and will discuss concerns with the parents, as well as the timely return of their child at the end of lunch time and their child's behaviour when not on the school premises. The headteacher reserves the right to grant or refuse a request and if the request is denied will inform the parent or carer in writing of their decision.

Parents or carers will be required to meet their child at the school office when taking them off the premises – the pupil will be signed out and back in using the lunch time register at the school office.

The headteacher reserves the right to withdraw their permission at any time – this may occur, for example, where there are attendance concerns. Any decision to withdraw permission will be in writing, explaining the reasons for the headteacher's decision. If permission is withdrawn, parents or carers will not be entitled to appeal the decision.

10. Truancy

Truancy will be considered as any absence of part, or all, of one or more days from school, during which the school has not been notified of the cause behind such absence.

Immediate action will be taken when there are any concerns that a pupil might be truanting. If truancy is suspected, the headteacher is notified, and they will contact the parent in order to assess the reasons behind the pupil not attending school.

The following procedures will be taken in the event of a truancy:

- In the first instance, a letter of warning will be sent to the parents of the pupil, informing them of the truancy and stating that any future occurrences could result in further action being taken.
- If any further truancy occurs, then the school will consider issuing a penalty notice.
- A penalty notice will be issued where there is overt truancy, inappropriate parentally-condoned absence, excessive holidays in term-time and persistent late arrival at school.

The DSL will be involved where an instance of truancy may be linked to a safeguarding concern. Any safeguarding concerns will be dealt with in line with the Child Protection and Safeguarding Policy.

11. Missing children

Pupils will not be permitted to leave the school premises during the school day unless they have permission from the school. The following procedures will be taken in the event of a pupil going missing whilst at school:

- The member of staff who has noticed the missing pupil will inform the headteacher / member of SLT immediately.
- The office staff will also be informed as they will act as a point of contact for receiving information regarding the search.
- A member of staff will stay with the rest of the class, and all other available members of staff will conduct a thorough search of the school premises as directed by the Headteacher/SLT.
- The following areas will be systematically searched:
 - All classrooms
 - All toilets
 - All other rooms in school building
 - Any outbuildings

- The school grounds
- Available staff will begin a search of the area immediately outside of the school premises, and will take a mobile phone with them so they can be contacted.
- If the pupil has not been found after **10 minutes**, then the parents of the pupil will be notified.
- The school will attempt to contact parents using the emergency contact numbers provided.
- If the parents have had no contact from the pupil, and the emergency contacts list has been exhausted, the police will be contacted.
- The missing pupil's teacher will record the incident, describing all circumstances leading up to the pupil going missing.
- If the missing pupil has an allocated social worker, is a looked-after child, or has any SEND, then the appropriate personnel will be informed.
- When the pupil has been located, members of staff will care for and talk to the pupil to ensure they are safe and well.
- Parents and any other agencies will be informed immediately when the pupil has been located.

The headteacher will take the appropriate action to ensure that pupils understand they must not leave the premises, and sanctions will be issued if deemed necessary. Appropriate disciplinary procedures will be followed in accordance with the Behaviour Policy.

The headteacher will carry out a full investigation and will draw a conclusion as to how the incident occurred. A written report will be produced, and policies and procedures will be reviewed in accordance with the outcome where necessary. Information will be shared with appropriate external agencies, these may include; parents / carers, governors, Ofsted (for Nursery), LA.

12. Attendance intervention

In order to ensure the school has effective procedures for managing absence, the attendance officer, supported by the SLT, will:

- Establish a range of evidence-based interventions to address barriers to attendance. Including reasonable adjustments for medical / SEND needs, EBSA support (Emotionally Based School Avoidance), use of LA Attendance Team Solution Circle or Attendance Complex Case Officer.
- Monitor the implementation and quality of escalation procedures and seek robust evidence of the escalation procedures that work.
- Attend or lead attendance reviews in line with escalation procedures.
- Establish robust escalation procedures which will be initiated before absence becomes a problem by:
 - Sending letters to parents.
 - Engaging with LA attendance team.
 - Using Fast Track Prosecution Procedures.

The school will use attendance data, in line with the '[Monitoring and analysing absence](#)' section of this policy, to develop specific strategies to improve attendance where patterns of absence

are emerging. These strategies will be developed on a case-by-case basis, and will consider the particular needs of the pupils whom the intervention is designed to target.

The school will acknowledge outstanding attendance and punctuality in the following ways:

- Weekly Attendance Jackpot
- 100% Attendance Awards

The school will develop strategies for ensuring that pupils with health needs or home circumstances that result in additional absences are not unfairly excluded from attendance rewards, e.g. by setting individualised targets.

13. Working with parents and carers to improve attendance

The school will work to cultivate strong, respectful relationships with parents and families to ensure their trust and engagement. Open and honest communication will be maintained with pupils and their families about the expectations of school life, attendance and performance so that they understand what to expect and what is expected of them. The school will liaise with other agencies working with pupils and their families to support attendance, e.g. social services.

The school will ensure that there are two sets of emergency contact details for each pupil wherever possible to ensure the school has additional options for getting in touch with adults responsible for a pupil where the pupil is absent without notification or authorisation.

The school will ensure that parents are aware of their legal duty to ensure that their child attends school regularly and to facilitate their child's legal right to a full-time education – parents will be made aware that this means their child must attend school every day that it is open, save for in certain circumstances, e.g. sickness or absences that have been authorised by the headteacher in advance. The school will regularly inform parents about their child's levels of attendance, absence and punctuality, and will ensure that parents are aware of the benefits that regular attendance at school can have for their child educationally, socially and developmentally.

If a pattern of absence becomes problematic, the attendance officer will work collaboratively with the pupil and their parents to improve attendance by addressing the specific barriers that prevent the pupil from being able to attend school regularly. The school will always take into consideration the sensitivity of some of the reasons for pupil absence and will approach families to offer support rather than immediately reach for punitive approaches.

Where these barriers are related to the pupil's experience in school, e.g. bullying, the attendance officer will work with the headteacher and any relevant school staff, e.g. the DSL and SENCO, to address this. Where the barriers are outside of the school's control, e.g. they are related to issues within the pupil's family, the attendance officer will liaise with any relevant external agencies or authorities, e.g. children's social care or the LA, and will encourage parents to access support that they may need.

14. Persistent Absence (PA)

Persistent absence (PA) is defined as missing 10 percent or more of schooling across the year for any reason. There are various groups of pupils who may be vulnerable to high absence and PA, such as:

- Children in need
- LAC
- Young carers
- Pupils who are eligible for FSM
- Pupils with EAL
- Pupils with SEND
- Pupils who have faced bullying and/or discrimination

The school will use a number of methods to help support pupils at risk of PA to attend school. These include:

- Offering catch-up support to build confidence and bridge gaps.
- Meeting with pupils and their families to discuss patterns of absence, barriers to attendance, and any other problems they may be having.
- Establishing plans to remove barriers and provide additional support.
- Leading check-ins to review progress and the impact of support.
- Making regular contact with families to discuss progress.
- Considering what support for re-engagement might be needed, including for vulnerable groups.

Where a pupil at risk of PA is also at increased risk of harm, the school will work in conjunction with all relevant authorities, e.g. social services, to support the pupil in line with the school's duty of care. The school will also bear in mind that the continuation of severe PA following intervention may, in itself, constitute neglect, and will escalate any concerns in this regard in line with the Child Protection and Safeguarding Policy.

School will support children who have prolonged periods of absence, such as due to illness or suspensions, in reintegrating into school life through:

- Developing a reintegration plan in collaboration with the pupil, parents, and relevant professionals
- Providing a phased return to school, if appropriate
- Offering academic and/or pastoral support to help the pupil catch up and settle back into the school environment

15. Legal intervention

The school will allow sufficient time for attendance interventions and engagement strategies to improve pupils' attendance; however, where engagement strategies to improve attendance have not had the desired effect, the attendance officer will consider:

- Holding a formal meeting with parents and the school's point of contact in the School Attendance Support Team.
- Working with the LA to put a parenting contract or an education supervision order in place.

- Engaging children's social care, where there are safeguarding concerns.

Where attendance still does not improve, the school will work with the LA to take forward attendance prosecution.

16. Monitoring and analysing absence

The attendance officer will monitor and analyse attendance data regularly to ensure that intervention is delivered quickly to address habitual absence at the first signs. Through:

Regular attendance reviews and data analysis
 Early identification of pupils at risk of persistent absence
 Tailored support plans for individual pupils, including those with SEND or health-related issues

Engagement with external agencies, such as the Local Authority Attendance Team, to access additional support and resources

The school will collect data regarding punctuality, truancy, and authorised and unauthorised absence, for:

- The school cohort as a whole.
- Individual year groups.
- Individual pupils.
- Demographic groups, e.g. pupils from different ethnic groups or economic backgrounds.
- Other groups of pupils, e.g. pupils with SEND, LAC and pupils eligible for FSM.
- Pupils at risk of PA.

The attendance officer will conduct a thorough analysis of the above data on a half-termly, termly and full-year basis to identify patterns and trends. This will include identifying, for each group:

- Patterns in uses of certain codes.
- Particular days of poor attendance.
- Historic trends of attendance and absence.
- Barriers to attendance.

The attendance officer will provide regular reports to staff across the school to enable them to track the attendance of pupils and to implement attendance procedures. The attendance officer will also be responsible for monitoring how attendance data changes in response to any interventions implemented to increase attendance in future.

The governing board will regularly review attendance data, including examinations of recent and historic trends, and will support the SLT in setting goals and prioritising areas of focus for attendance support based on this data.

The school will also benchmark its attendance data against local-, regional- and national-level data to identify areas of success and areas for improvement, and will share practice

which has been shown to be effective with other schools.

17. Training of staff

The school will recognise that early intervention can prevent poor attendance. As such, staff will receive training in identifying potentially at-risk pupils as part of their induction and refresher training.

The governing board will ensure that teachers and support staff receive training in line with this policy as part of their induction. Following this initial training, staff will receive regular and ongoing training as part of their development.

Training will cover at least the following:

- The importance of good attendance
- That absence is almost invariably a result of wider circumstances
- The legal requirements on schools, e.g. the keeping of registers
- The school's strategies and procedures for monitoring and improving attendance
- The school's procedures for multi-agency working to provide intensive support for pupils who need it

The governing board will provide dedicated and enhanced attendance training to the attendance officer and other staff with specific attendance functions in their role – this will include training regarding interpreting and analysing attendance data and supporting pupils to overcome barriers to attendance.

Staff will receive training to ensure they understand that increased absence from school could indicate a safeguarding concern, and know how such concerns should be managed.

18. Monitoring and review

Attendance and punctuality will be monitored throughout the year. The school's attendance target is 95.4 percent.

This policy will be reviewed annually by the headteacher.