Attendance & Punctuality Policy

Policy Creation & Review	
Author(s)	Headteacher and Attendance Manager
Last review date & summary of changes	September 2026
Ratified by Governing Body	September 2026
Previous Review Date(s)	September 2024
Next Review Date	September 2028

Ellen Wilkinson Primary School
ATTENDANCE POLICY

1. Introduction

This Policy has been agreed by the Governors, the Headteacher and Attendance Manager of Ellen Wilkinson School. It represents our commitment to striving for 100% attendance, which is achievable, and achieved by many children. It sets out the principles, procedures and practice the school will undertake. Strategies, sanctions and possible legal consequences of poor Attendance and Punctuality are also detailed, as well as rewards for, and benefits of good attendance. This policy will be reviewed, amended as necessary and published in accordance with current legislation and guidance.

2. Legislation and guidance

This policy is based on the DfE's statutory guidance on Working together to improve school attendance, Children missing education: statutory guidance for local authorities and schools, 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 School Attendance (Pupil Registration) (England) Regulations 2024
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013
- The Equality Act 2010

This policy also refers to the DfE's guidance on:-

- School census guidance
- Keeping Children Safe in Education
- Mental health issues affecting a pupil's attendance: guidance for schools
- Ofsted's 2026 State-funded Schools Inspection Toolkit

3. Principles

- ❑ Receiving a full-time, suitable education is a child's legal entitlement.
- ❑ It is parents'/carers' legal responsibility to ensure this happens.
- ❑ Attending school regularly aids intellectual, social and emotional development
- ❑ Attending school regularly safeguards the welfare of children whilst they are not in the care of their parents.
- ❑ All children whose attendance is poor will be treated as vulnerable.
- ❑ These principles are enshrined in British law, within the Education Act 1996, the Children Act 1989, and other associated pieces of legislation.

4. Aims of the Policy

- ❑ To ensure that all children attend as near full-time as possible, in order to maximise their educational achievement and social development.
- ❑ To discharge the school's duty to safeguard its pupils to be best of its ability
- ❑ To ensure that all those responsible for children's education, including parents, carers, staff and governors understand and accept their responsibilities in relation to attendance.
- ❑ To minimise absence from school, thereby reducing levels of persistent absence.
- ❑ To improve the life chances of Newham's children and young people and prepare them to be fully contributing citizens when they reach adulthood.

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

4.1 Policy objectives

- ❑ To safeguard the welfare, health, social and emotional development of children
- ❑ To reduce persistent absence
- ❑ To reduce or eliminate term time holidays/leave of absence
- ❑ To promote commitment to education and high achievement
- ❑ To maximise the potential of every individual pupil

5. Roles and responsibilities

5.1 The Governing Body

The governing board is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the headteacher to account for the implementation of this policy.
If you have a link governor for attendance, or a committee responsible for attendance, add details of their role in the monitoring of pupil attendance.

The governing board is also 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

5.2 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
- Issuing fixed-penalty notices, where necessary, and/or authorising Headteacher to be able to do so
- 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

5.3 The designated senior leader responsible for attendance

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

The school Attendance Manager:

- ❑ Monitors attendance data across the school and at an individual pupil level
- ❑ Arranges calls and meetings with parents to discuss attendance issues

- 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 [insert name] and can be contacted via [telephone number and/or email address].

5.3.1 The Attendance Officer

The school attendance officer is responsible for:

- Monitoring and analysing attendance data
- 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 headteacher
- Working with education welfare officers to tackle persistent absence
- Advising the headteacher/[role] (authorised by the headteacher) when to issue fixed-penalty notices

The attendance officer is [insert name] and can be contacted via [telephone number and/or email address].

5.4 Class teachers/cover supervisors

Class teachers and cover supervisors 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 on the same day.

5.5 School office staff

School office staff are expected to take calls from parents about absence and record it on the school system.

They also transfer calls from parents to the Attendance Officer in order to provide them with more detailed support on attendance.

5.6 Parents/carers

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

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

Parents must report all school absences on the first day, ideally using the MCAS app. Alternatively they can call the main school number 020 7511 9414 or email info@ellenwilkinson.newham.sch.uk.

Parents/carers are expected to:

- Make sure their child attends every day on time
- Call the school to report their child's absence by 9am on the first day of the absence (and each subsequent day of absence), and advise when they are expected to return - alternatively report via MCAS (app can be downloaded if parents do not already have access)
- Provide the school with at least 2 emergency contact numbers for their child, and inform the school immediately of any changes
- Ensure that, where possible, appointments for their child are made outside of the school day

5.7 Pupils

Pupils are expected to '**Attend school every day and on time.**

6. Promoting Attendance

The Governors, Headteacher, Attendance Manager and staff will use all possible opportunities to promote the importance of good attendance and punctuality. These include newsletters, rewards and incentives for good or significantly improving attendance, focus on every Friday assembly, certificates and medals. Regular attendance drop in sessions for parents, targeted attendance meetings for parents of pupils identified as having lower than the expected attendance percentage, irregular patterns of attendance.

Please note that only exceptional circumstances will be considered by the Headteacher for term time leave, further details are in section 7.3

6.1 Recording Attendance

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 of 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.

7. Authorised Absence

Authorised absence indicates absence which is authorised by the Head teacher or Attendance Manager.

7.1 Reporting absence

As a school we accept telephone/ verbal messages from parents or carers, however we strongly recommend that parents use the MCAS app to report absence and the reason. This records straight to our absence recording system.

If the reason is medical, we do request this is followed up by a letter/email for medical evidence (i.e. prescribed medicine label, doctors / medical appointment card, prescription, appointment text message confirmation). Please note the school cannot accept medical evidence from abroad.

When an explanation is received computer records are updated to note this information within the computerised system.

The pupil's parent must notify the school of the reason for the absence on the first day of an unplanned absence by 9am, or as soon as practically possible, by calling the school on 0207 5119474 telephone number or email info@ellenwilkinson.newham.sch.uk.

We will mark absence due to physical or mental illness as authorised, unless the school has a genuine concern about the authenticity of the illness.

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

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

7.2 Medical appointments

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.

Medical appointments should be made outside of school hours where possible. If a pupil does have to attend an appointment during school hours then they should return to school as quickly as possible on that day. If your child has a mid-morning or early afternoon appointment, then they can come into school as normal and be collected in time for their appointment, they will be signed off site once collected, and signed back in on their return. Please inform the school of this prior to the date.

7.3 Approval for Term time leave requests

We cannot authorise applications by parents or carers of pupils to take annual family holidays during term time. If you request leave due to **exceptional circumstances** a term-time leave application form MUST be completed in all cases in advance (ideally 3 weeks if possible). The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

We also strongly encourage parents to discuss this with the Headteacher. No arrangements should be made prior to consent from the school as pre-booked plans are not considered an exceptional circumstance. Please note a maximum of 5 days only can be agreed for exceptional circumstances and that in the majority of cases they are unlikely to be agreed in the week prior to a holiday.

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 2 weeks before the absence, and in accordance with any leave of absence request form, accessible via the school office.. 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.
- 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. Please note that additional days will not be authorised and this includes a Monday absence if the celebration took place at a weekend. Requests for this leave should be made via email or telephone call.
- Parent(s) travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers.

Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision

- If the pupil is currently suspended or excluded from school (and no alternative provision has been made)

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

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

8. Unauthorised absence

Absence will be unauthorised if:

- The school does not receive a reason for absence,
- If families take leave (including holidays) during term time without authorisation from the school
- Birthday celebrations
- Going shopping
- Minding younger siblings
- Staying at home because family members are unwell
- Arriving at school too late for a registration mark
- Truancy

8.1 Consequences of Poor Attendance /Punctuality

For pupils whose attendance and/or punctuality fails to improve, after a range of interventions and support measures have been tried by the school or who have taken unauthorised leave, the ultimate consequences may be one of the following:

Penalty notices

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

If the school issues a penalty notice, it will check with the local authority before doing so, and send it a copy of any penalty notice issued.

Before issuing a penalty notice, the school will consider the individual case, including:

- Whether the national threshold for considering a penalty notice has been met (10 sessions of unauthorised absence in a rolling period of 10 school weeks)
- Whether a penalty notice is the best available tool to improve attendance for that pupil
- Whether further support, a notice to improve or another legal intervention would be a more appropriate solution
- Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate

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).

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 (after 19th August 2024), the parent must pay £80, per parent per child within 21 days, or £160 per parent, per child within 28 calendar days.

If a **second** penalty notice (within 3 years) is issued to the same parent in respect of the same pupil, the parent must pay £160 per parent per child if paid within 28 days. No reduction for paying within 21 calendar days.

Third and Any further Offences (following appropriate support)

The third time an offence is committed a penalty notice will not be issued.

- The case instead will be presented straight to the magistrate's court
- Prosecution can result in a criminal record a fine of up to £2,500.
- Cases found guilty in Magistrate's Court can show on the parent's future DBS certificate due to failure to safeguard a child's education.

Notices to improve

If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, the school may offer a notice to improve to give parents a final chance to engage with support.

Notices to improve will be issued in line with processes set out in the local code of conduct for the local authority area in which the pupil attends school.

They will include:

- Details of the pupil's attendance record and of the offences
- The benefits of regular attendance and the duty of parents under section 7 of the Education Act 1996
- Details of the support provided so far
- Opportunities for further support, or to access previously provided support that was not engaged with
- A clear warning that a penalty notice may be issued if attendance doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis
- A clear timeframe of between 3 and 6 weeks for the improvement period
- The grounds on which a penalty notice may be issued before the end of the improvement period

8.2. Reluctant attenders/school refusal

You should do everything possible to encourage your child to attend. However if the reason for their reluctance appears to be school-based, such as difficulty with work, or bullying, please discuss this with the school at the earliest opportunity and we will do everything possible to address any concerns. Colluding, even with the best of intentions, with your child's reluctance to attend is likely to make the matter worse.

School refusal/school phobia is a psychological condition that usually has been medically diagnosed. Other arrangements may be put in place for a child with genuine school phobia.

9. School Procedures

9.1 Recording attendance and punctuality

Registers are taken twice a day.

Year 6

Children should be in school for 8.30. The main pupil gate will close at 8.35. The morning register is taken at 8:30 and closes at 8:35am. Pupils arriving before the end of the Registration period will be coded L (Late before registers close) which is a present mark. Pupils arriving after the registers have closed will be coded U (Late after registers close) which counts as an unauthorised absence.
The afternoon registration period starts at 1pm and ends at 1.05 pm.

Reception - Year 5

Children should be in school for 8.45.The morning register is taken at 8:45 and closes at 8:50am. Pupils arriving before the end of the Registration period will be coded L (Late before registers close) which is a present mark. Pupils arriving after the registers have closed will be coded U (Late after registers close) which counts as an unauthorised absence.
The afternoon registration period starts at 1pm and ends at 1.05 pm**.**

Please note that for the last half term of year 5, children move to the same start times as year 6.

Only the Headteacher or Attendance Manager can authorise absence. If there is no known reason for the absence at registration, then the absence will be recorded as unauthorised, until a satisfactory reason is provided. If the reason given is not satisfactory in the school's view, and/or evidence of the reason cannot be provided, the absence will be coded as O (unauthorised absence). Absence notes received from parents/carers will be kept for the remainder of the

academic year; or longer if there are concerns that require further investigation or legal action. If a pupil is persistently late the School's Attendance Manager will arrange to meet with the family as soon as the pattern is identified.

9.2 First Day Absence Contact

Parents are expected to notify the school if their child is unable to attend for any unavoidable reason, such as illness etc. If the school does not receive notification, a text/telephone call on the first day of absence will be made by the school to try to ascertain the reason. First day contact will be carried out as early as possible in the school day, in order to notify parents whose children may have set off for school, but not arrived.

If the child is still absent on the second day without contact from the family, a telephone call will be made to the home, If no telephone contact is made a home visit will take place. If no contact can still be made, a letter will be posted through the door asking the parent to contact the school. (This is in line with safeguarding procedures)
The family may be asked to come to school for a meeting. If there is still no contact following the delivery of the letter a Child Missing in Education (CME) concern will be raised with the Local Authority Attendance Management Service.

9.3 Continuing Absence

In the event of an absence of three or more days without contact from the family, a home visit will be made. Any child who is absent without explanation and who has a pattern of erratic attendance of 90% and below, or persistent lateness after registers close will be investigated further and parents required to attend a formal review meeting with the Attendance Manager. This process may include visit to the home, targets set for improvement, sources of support signposted if needed, and ultimately court action or a Penalty Notice recommended if there is no improvement.

9.4 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 severed absence, and their families
- Provide regular attendance reports to safeguarding team 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

9.5 Persistent & 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.

Weekly tracking of percentage of attendance to identify pupils with a pattern of absences that may lead to Persistent Absence (PA) or severe absence (SA). This may also include any patterns in absences. The Attendance Officer will be responsible for identification of any emerging concerns, and putting in place actions for each pupil of concern. Initially the school will try to resolve the problem with parents/carers, but if the pattern continues the school will refer to the School Health Adviser if the problem appears to be a medical one. In cases where there appear to be issues requiring outside intervention to support the family and the child, referral's may be made for external agencies to remove the barriers to attendance. All PA & SA pupils and their parents will be subject to a monitoring period which may include allocation of additional in-school or external support. Examples of unjustifiable reasons for absence from school would be:

- ❑ Going shopping with parents, birthdays
- ❑ Minding other younger children in the family
- ❑ Staying at home because other members in the family are unwell
- ❑ Day trips and holidays in term time that have not been agreed
- ❑ Arriving at school too late to get a present mark
- ❑ Truancy

9.6 Punctuality

When parents complete the admissions forms for a new enrolment they are advised that school starts for children at the following times:

- Year 6 - 8.30 am
- Reception to year 5 - 8.40 am
- Nursery - 8.30 am (for first sessions) & 12.30 for second session

Children enter through the allocated gates at their given time. Families with siblings should use the youngest child's gate. Please note for safeguarding purposes parents & carers should supervise their children until they enter the school gates (unless in year 6). The gates close 5 minutes after opening and any child after this time is classed as late. All late arrivals must therefore go to the main reception at the front of the school where a late mark will be recorded.

9.7 Children Missing Education (CME)

Schools must enter pupils on the admission register (roll) at the beginning of the first day on which the school has agreed, or been notified, that the pupil will attend the school. If a pupil fails to attend on the agreed or notified date, the school should undertake reasonable enquiries to establish the child's whereabouts and consider notifying the local authority at the earliest opportunity.

Schools must monitor pupils' attendance through their daily register. Schools should agree with their local authority the intervals at which they will inform local authorities of the details of pupils who fail to attend regularly, or have missed ten school days or more without permission. Schools should monitor attendance closely and address poor or irregular attendance and refer to the local authority.

Where a pupil has not returned to school for ten days after an authorised absence or is absent from school without authorisation for twenty consecutive school days, the pupil can be removed from the admission register when the school and the local authority have failed, after jointly making reasonable enquiries, to establish the whereabouts of the child. This only applies if the school does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or unavoidable cause.

Schools must also arrange full-time education for excluded pupils from the sixth school day of a suspension.

Maintained schools have a safeguarding duty in respect of their pupils, and as part of this should investigate any unexplained absences.

9.8 Non starters

Pupils who are allocated places but fail to start are also treated as CME. If the school has been unable to make contact with the family during a ten-day period after their expected arrival, they will refer the pupils to the local authority CME team for further checks.

9.9 Vulnerable Children

Children who are Looked After (CLA), subject to a Child Protection Plan (CP) or Children in Need (CIN) will be treated with highest priority and will be known to the Attendance Manager. Any unexplained absence will be followed up immediately by a telephone call to the home, a home visit and/or contact with any allocated social workers in order that a same-day visit can be made. For Looked After Children the Virtual School will also be informed. Where applicable, the Local Authority Attendance Management Service will also be contacted. Children with Special Educational Needs (SEND) will be treated with similar priority in order that their time in school can be maximised, and their learning supported to the greatest extent possible.

10. Monitoring arrangements

The Attendance Manager monitors attendance on a weekly basis. Data is discussed quarterly at the schools Safeguarding meetings to see if there is any further support that can be put into place to help improve an individual's attendance and punctuality. This may be more frequent depending on need.

Attendance figures are reported to the Governing Body termly in the Head teachers Report and submitted to the DFE annually.

10.1 Policy review

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum every three years by the Attendance Manager and the Headteacher. At every review, the policy will be approved by the full governing board.

11. Links with other policies

This policy links to the following policies:

- ❏ Child protection and safeguarding policy
- ❏ Behaviour policy
- ❏ Remote Learning 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