



Attendance Policy Warwick Junior School	
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Author and Reviewer	Deputy Head SMT WJS
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ATTENDANCE POLICY

1. Aims

Warwick Junior School is committed to meeting its obligation with regards to school attendance through a whole-school culture and ethos that values good attendance. The School's commitment includes:

- Setting high expectations for the attendance and punctuality of all students:
- 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 ensure pupils have the support in place to attend school

The School also promotes and supports punctuality in attending lessons.

2. Legislation and guidance

The keeping of attendance data is essential for the care of the pupils' academic progress and for reporting on it. It is also a welfare matter for the school to know when pupils are or are not on the premises.

2.1 This policy meets the registration requirements of the Department for Education (DfE) guidance [Children Missing Education \(2016\)](#) and the DfE statutory guidance [Working Together to Improve School Attendance' \(2024\)](#)

2.2 This policy refers to the DfE's guidance on the school census, which explains the persistent absence threshold of 10%.

2.3 Further guidance has been taken from:

- [The School Attendance \(Student Registration\) \(England\) Regulations 2024](#)
- [Mental health issues affecting a student's attendance: guidance for schools](#)
- [Summary of responsibilities where a mental health issue is affecting attendance \(publishing.service.gov.uk\)](#)
- Keeping Children Safe in Education.

2.4 All children have rights set out in the [United Nations Convention on The Rights of the Child](#):

- Article 28 — Children and young people have the right to education no matter who they are;
- Article 29 — Children and young people have the right to an education that helps their mind, body and talents develop to the full.
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2.5 This policy also pays due regard to the [Equality Act \(2010\)](#).

2.6 This policy links to the following policies:

- Safeguarding and Child Protection Policy
- Behaviour Policy
- Anti-Bullying Policy

3. Roles and responsibilities

3.1 Governors

- 3.1.1 Attendance is reported termly to Governors and the Safeguarding Governor, Mrs Anne Wilson, who, in particular, has an overview of attendance and the procedures put into place for monitoring, analysis and follow up.
- 3.1.2 Governors are responsible for:
- Promoting the importance of school attendance across the school's policies and ethos
 - Setting high expectations of all school leaders, staff, students and parents;
 - Making sure the school has high aspirations for all students, but adapts processes and support to students' individual needs;
 - Making sure school leaders fulfil expectations and statutory duties including making sure the school:
 - records attendance accurately in the register;
 - works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific students, where appropriate
 - Regularly reviewing and challenging attendance data
 - 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 students' needs.
 - 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 students, 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 Head to account for the implementation of this policy
 - Working with school leaders to set goals or areas of focus for attendance and providing support and challenge
 - Where the School is struggling with attendance, working with school leaders to develop a comprehensive action plan to improve attendance;

3.2 The Head

3.2.1 The Head is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring and addressing the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies ensuring work takes place with the parents of students with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for students with SEND, including where school transport is regularly being missed, and where students with SEND face in-school barriers;
- Ensuring communication takes place with the local authority when a student with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the student's needs
- Communicating the school's high expectations for attendance and punctuality regularly to students and parents through all available channels.

3.3 The Deputy Head

3.3.1 The DH is the designated senior leader responsible for attendance (Senior Attendance Champion) and is responsible for:

- Leading attendance across the school
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having a strong grasp of absence data and oversight of absence data analysis; regularly monitoring and evaluating progress in attendance;
- Devising specific strategies to address areas of poor attendance identified through data
- Arranging for calls and meetings with parents to be made to discuss attendance issues
- Delivering targeted intervention and support to pupils and families where necessary

3.3.2 The Deputy Head can be contacted by emailing wjs-office@warwickschools.co.uk

3.4 Heads of Year

3.4.1 The Heads of Year, alongside other pastoral staff, are responsible for;

- Facilitating discussions with pupils and families to try to remove any barriers to attendance
- Identifying and monitoring any issues with lateness and work alongside the Behaviour Policy to reduce these

3.5 School Office Administrator

3.5.1 A member of the school office staff is designated as School Attendance Officer and is responsible for:

- Regularly monitoring and analysing attendance data in order to highlight pupils of concern
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports and reporting concerns about attendance to the DH
- Communicating with parents when a pupil is unexpectedly absent from school
- Regularly monitoring and analysing punctuality and liaising with pastoral staff where there are concerns
- Working with pastoral staff and, if appropriate, the local authority, when a pupil's low attendance causes concern.

3.6 School Office staff

3.6.1 School office staff will work alongside the School Attendance Officer to monitor absence on a day-to-day basis and record reasons for absence on the school system. This includes:

- Monitoring emails from parents
- Taking calls from parents
- Checking for messages from parents that are recorded on the Absence Portal
- Overseeing registration of students who arrive after the start of the registration period, keeping a record of late arrivals and assisting the Attendance Officer with appropriate follow-up communication
- Liaising with pastoral leads when valid reasons for absence are unclear.

3.6.2 Should there be a question about the whereabouts of any pupil marked absent (i.e.no absence report on the school portal or telephone message received from the parent giving a reason for the absence), then the School Office Administrator or other member of the School Office staff will contact the nominated parent to enquire about the reason for absence and to check that the pupil's whereabouts is known.

3.7 Form Tutors

3.7.1 Form Tutors are responsible for recording attendance on a daily basis, -for both the morning and afternoon registration sessions, via the iSAMS system. They must use the correct codes for 'present' or 'absent' according to whether a pupil is or is not physically present in the room. The register is a legal document and accuracy is therefore of great importance. The reasons for any absence including late arrival will be entered by the School Office. Electronic registration means the School Office is immediately informed. If a paper register has been taken it must be submitted immediately to the School Office who will upload it onto iSAMS.

3.8 Parents

3.8.1 Where this policy refers to a parent, it refers to the adult the School 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)

3.8.2 Parents are expected to:

- Make sure that their child arrives in time for the start of the school day at 8.20am. There is then a 10 minute period for boys to unpack their bags and get organised in the classroom, before the register is taken at 8.30am
- Communicate with the School (preferably by using the appropriate forms available on My School Portal, or by ringing Reception) to report their child's absence before 9am on each day of absence advising the reason for absence and when the student is expected to return
- Ensure that they inform the school as soon as possible, should their contact number change
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, medical and other appointments for their child are made outside of school hours
- Use the Prep Diary to note down times of their child's music lessons or appointments during the day
- Sign their child in/out at the school reception if they are late arriving to school or need to be collected early.
- Adhere to any attendance contracts which are agreed with the School
- Seek support, where necessary, for maintaining good attendance, by contacting, in the first instance, their child's Form Tutor

3.8.3 Parents are encouraged to check regularly their child's attendance data on My School Portal.

3.9 Pupils

3.9.1 Pupils are expected to:

- Attend morning and afternoon registration and every timetabled session on time
- Inform their Form Tutor at morning registration if they have a music lesson or appointment in or out of school during the day
- Meet their parent/carer at reception and sign out, should they need to leave school early for an appointment or are collected due to illness.

4. Admissions Register

4.1 The name of a pupil must be included in the register from the beginning of the first day on which the school has agreed, or has been notified, that the pupil will attend the school. For most pupils the expected first day of attendance is the first day of the school year.

4.2 The following details are recorded for every pupil:

- name in full

- birth sex (unless person has a gender recognition certificate (18+ only))
- name and address of every person known to the proprietor to be a parent of the pupil (and an indication of which parent the pupil normally lives with and which parents hold parental responsibility as defined by Section 3 Children Act 1989) – N.B. Parents holding parental responsibility, even if not actually caring for the child, have a right to receive relevant information from the school in respect of any pertinent matter affecting the child, unless a court order indicates otherwise
- where a parent notifies a school that a pupil will live at another address, in addition or instead, the new address, the full name of the parent with whom the pupil will normally live in future and the date from which it is expected the pupil will normally live there, where it is reasonably practicable for the school to ascertain this information
- an absolute minimum of two telephone numbers to contact in an emergency
- day, month and year of birth
- day, month and year of admission or re-admission to the school
- name and address of the school last attended, if any
- the name of the destination school (or additional school, in the case of dual registration) notified by a parent and the first date of attendance, where it is reasonably practicable for the school to ascertain this information.

4.3 The admissions register is not a public document. The requirement to register a transgender pupil under their birth sex (unless they have a gender recognition certificate) does not prevent a school from treating the pupil for all other purposes as the being of the gender with which the child identifies.

4.4 The admissions registrar is expected to:

- Notify the local authority of additions to the pupil roll during non-standard transition points.
- Notify the local authority of deletions from the pupil roll during non-standard transition points.

5.0 Children at Risk of Missing Education

5.1 KCSIE (2024) highlights that children being *absent* from school repeatedly and/or for prolonged periods can be a warning sign for a range of safeguarding concerns, including sexual abuse, sexual exploitation or child criminal exploitation. Monitoring and early intervention is essential to help prevent the risks of an absent child becoming 'Missing from Education' in the future. Appendix 2 summarises the procedures for following up on absent children.

5.2 Parents are asked to inform the school of any changes whenever they occur. The local authority has a duty to put in place arrangements for identifying (as far as it is possible) those children of compulsory school age in their area who are not school registered or receiving education otherwise than at a school. The local authority should trace those children and ensure that they receive full-time education.

5.3 The lawful grounds for removing a pupil from the Admissions Register and the information to be reported to Warwickshire County Council are set out in detail in both School Attendance (2022) and Children Missing Education (2016).

5.4 School will inform WCC when Pupils:

- Have been taken out of school by their parents and are being educated outside the school system e.g. home education. Schools should not seek to persuade parents to educate their children at home as a way of avoiding excluding the pupil or because the pupil has a poor attendance record
- Have ceased to attend school and no longer live within reasonable distance of the school at which they are registered
- Have a medical condition certified by the school medical officer that the pupil is unlikely to be in a fit state of health to attend school
- Are in custody for a period of more than four months due to a final court order and the proprietor does not reasonably believe they will be returning to the school at the end of that period
- Have been permanently excluded.

5.5 WCC is notified by the admissions registrar when a pupil's name is added to / removed from the admission register at non-standard transitions, i.e. where a compulsory school-aged child leaves a

school before completing the school's final year or joins a school after the beginning of the school's first year. In addition to informing WCC, it is helpful to copy in the local authority where the child is normally resident.

- 5.6 A school's right under the regulations to delete a pupil for non-return within 10 school days after authorised leave of 10 school days or more, or after 20 school days unauthorised absence (in both cases, in the absence of illness or other unavoidable cause), does not arise until the school and local authority have jointly made reasonable enquiries (described in the guidance) as to the pupil's whereabouts and failed. Inspectors may remind schools that, as independent schools, their right to remove a pupil will in addition be subject to the terms and conditions of their own school/parent contract.
- 5.7 The duty to delete a pupil from a register arises as soon as the grounds for deletion are met and, in any event, before deleting the child's name. As to non-standard admissions, the notification is to be made within five days of the entry on the admission register.
- 5.8 School will also inform WCC of any pupil who fails to attend school regularly or has been absent without the school's permission for a continuous period of 10 days or more.

6.0 Attendance Register

- 6.1 An electronic attendance register is kept for all pupils.
- 6.2 The attendance register is taken at 8.30 am each school day and again at 1.30 pm to show (using appropriate national attendance codes) whether each pupil is:
- Present;
 - Attending an approved off-site educational activity;
 - Absent;
 - Unable to attend due to exceptional circumstances.
- 6.3 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.

Appendix 1 shows the DfE attendance codes.

- 6.4 The attendance register also shows:
- Whether the absence is authorised or unauthorised;
 - The nature of the activity if a pupil is attending an approved educational activity;
 - The nature of circumstances where a pupil is unable to attend due to exceptional circumstances.
- 6.5 An additional back-up copy of the attendance register must be made either electronically or as a printed copy, not less than once a month after the date. These back-ups/additional copies of the admission register, and the attendance register must be retained for six years after the date on which the entry was made.

7.0 Lateness and Punctuality

- 7.1 Pupils are collected from the playground at 8.20am.
Morning registration takes place at 8.30 am each school day. Pupils arriving after 8.30am but before the close of registration at 9am are recorded as 'Late'.
- 7.2 The register for the second session of the day is taken at 1.30pm. Pupils who register at the office after 1.30pm but before 2pm are recorded as 'Late'.

7.3 In line with government requirements set out in 'Working together to improve school attendance' (2024), pupils arriving after 9am are recorded as 'Absent' for the whole morning session of school. Pupils who register after 2pm are recorded as 'Absent' for the afternoon session of school.

8.0 Unplanned, unexpected absence

- 8.1 The **Unexpected Absence Form** (e.g. for illness or a specified family emergency) should be used by a parent/carer to inform the school of the reason for absence and planned time of return **by 9am on each day of an unplanned absence** (or as soon as practically possible).
- 8.2 Absence due to illness, the nature of which must be specified, is marked as authorised unless the school has a genuine concern about the authenticity of the illness.
- 8.3 If the authenticity of the illness is in doubt, or where absence for illness is prolonged or frequent, the school may ask the student's parent to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. Medical evidence will not be requested unless the school feels this is necessary.
- 8.4 If the school is not satisfied about the authenticity of the illness or the reason given for a family emergency, the absence will be recorded as unauthorised; parents will be notified of this procedure in advance.
- 8.5 The Unexpected Absence Form is located in the Parent Information tab within Parent Portal accounts. Parents are requested to telephone school or e-mail wjs-office@warwickschools.co.uk if they are unable to access the Parent Portal.

9.0 Planned, future absence

- 9.1 For any type of planned absence such as an appointment, the student should be out of school for the minimum amount of time necessary and authorisation will only be granted on this basis. Appointment time and location details are required when absence is requested. It is the responsibility of parents to ensure that arrangements are in place to allow the student to attend school before and/or after an appointment, where timing of the appointment permits.
- 9.2 Parents must always sign out their child at the Reception if they need to leave school during the day and sign them back in when they return.
- 9.3 The Future Absence Request Form is used only for:
- Medical and Dental Appointments: These should be made out of school hours where possible.
 - External Co-Curricular Examinations: External examinations in music etc.
- 9.4 The absence form must be submitted in advance of the day of absence to allow time for the request to be considered. Otherwise, the absence for the appointment may be recorded as unauthorised.
- 9.5 These forms are located in the Parent Information tab within Parent Portal accounts. Parents are requested to telephone school or e-mail wjs-office@warwickschools.co.uk if they are unable to access the Parent Portal.
- 9.6 Other Future Absence Requests
The Government document 'Working Together to Approve Attendance' states that:
1. *Only exceptional circumstances warrant a leave of absences. Schools should consider each application individually, taking into account the specific facts and circumstances and relevant background context behind the request.*

2. *If a leave of absence is granted, it is for the headteacher to determine the length of the time the pupil can be away from school.*
3. *As head teachers should only grant leaves of absence in exceptional circumstances, it is unlikely a leave of absence will be granted for the purposes of a family holiday.*

9.7 Permission for other exceptional absence should be requested, well in advance, via the Parent Portal. Only the Head can authorise leave of absence for exceptional circumstances.

9.8 Further information about authorisation of absence is given in Section 13.0 Approval for term-time absence.

10.0 Following up unexplained absence

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

- Contact 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
- 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
- Contact the parent on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If the absence continues, the school will consider involving an education welfare officer.
- Where appropriate, offer support to the student and/or their parents to improve attendance
- Identify, as quickly as possible, whether the student needs support from wider partners and make the necessary referrals
- Where support is not appropriate, not successful, or not engaged with, further measures to improve attendance (for example, an attendance contract) will be discussed with the parent.

11.0 Reporting to parents

11.1 Parents are regularly informed about attendance statistics. Parents can log in to the school portal and under the 'My Children' tab, view their child's attendance statistics on a daily basis.

11.2 Where attendance is low, parents are contacted, and a support plan is put in place. Where appropriate, 'Early Help' may be used in the support plan.

12.0 Lesson attendance

12.1 Teachers are expected to monitor attendance at the start of each lesson. The teacher should notify the School Office **immediately**, if a pupil is unexpectedly not in a lesson and their whereabouts is unknown.

12.2 Reception staff will check that the pupil:

- does not have a music lesson or LAMDA lesson
- is not with the school nurse or other pastoral staff
- is not away on an official school excursion or undertaking another approved visit that day
- has not gone home due to illness or appointment

12.3 If the pupil is still unaccounted for, then the Deputy Head should be informed and designated staff will search for the pupil in school by checking cloakrooms, toilets, classrooms and the designated 'quiet' areas.

If the pupil still remains unaccounted for, then the Deputy Head should inform the Head and the parents should be informed. If the parents say that the pupil should be in school, further checks will be made.

If the pupil is still unaccounted for, the school may ring the police if it thinks it is appropriate so to do.

13.0. Authorised and unauthorised absence

13.1 Approval for term-time absence

The Head will only grant a leave of absence to a student 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 - a licence or Body of Persons Approval (BOPA) is usually required
- attending an interview
- a temporary, time-limited, part-time timetable where in very exceptional circumstances it is deemed by the School, in liaison with a parent, to be in a student's best interests e.g. where a medical condition prevents a student from attending full-time education and a part-time timetable is considered as part of a re-integration package
- Exceptional circumstances. It is also unlikely a leave of absence will be granted for the purposes of a family holiday.
- if the student is currently suspended or excluded from school (and no alternative provision has been made)
- There are certain other reasons the School may allow a student to be absent from the school site, which are not classified as absence on a student's record. They 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 student is also registered (dual registration)
 - attending provision arranged by the local authority
 - there is any other unavoidable cause for the student 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.

13.2 Leave of absence, including the length of time authorised, is granted at the Head's discretion. The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. Any request should be submitted as soon as it is anticipated. The Head may require evidence to support any request for leave of absence.

13.3 Other valid reasons for authorised absence include (but are not limited to):

- illness (including mental-health illness) and medical/dental appointments (see section 8.0 for more detail)
- religious observance – where the day is exclusively set apart for religious observance by the religious body to which the student's parent(s) belong(s). If necessary, the school will seek advice from the parent's religious body to confirm whether the day is set apart
- parent(s) travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the student is attending educational provision.

13.4 Unauthorised absence

The following are examples of where absence is recorded as unauthorised:

- when appointments and holidays have not been authorised in advance
- holidays/ exceptional absences in excess of the period of time agreed in advance

- arrival at school after 9am without a valid reason or authorisation
- unexplained absences or absence without an exceptional reason

13.5 Attendance at an approved off-site educational activity

13.5.1 An approved educational activity is where a pupil is attending another school at which they are registered or taking part in off-site activity such as field trips, educational visits or sports fixture. Pupils can only be recorded as attending an off-site activity if it is approved by the school, of an educational nature and supervised by someone authorised by the school. For purposes of registration and safeguarding, the school is notified by both the parent and the provider of the activity if a pupil is absent.

14.0 Strategies for promoting attendance

14.1 The following procedures may be adopted to promote good attendance:

- Communicating the importance of good attendance and the procedures in this policy to pupils, parents, staff and governors
- SMT regular analysis of data and appropriate response initiated to any patterns of concern
- Pastoral staff liaise with families to understand attendance issues
- Liaison with a pupil's family to help remove any barriers to improving attendance
- Phased attendance plans made with student input which may identify key trusted school staff, enjoyable aspects of school, strategies to address reasons for not attending, safe spaces and small targeted steps
- Internal Early Help support used when attendance becomes a concern
- Children's Services support accessed where there are more serious concerns about attendance and/or where there may be associated safeguarding issues
- Home visits or Teams meetings may be organised
- Where a student has an education health and care (EHC) plan and their attendance falls, or the school becomes aware of barriers to attendance that related to the student's needs, the school will inform the local authority.

15.0 Extended Absences

15.1 Absences of more than 5 days

Where a student has been absent for 5 consecutive days, the School Officer Administrator will liaise with the Form tutor and Deputy Head, to determine whether a courtesy call is appropriate to offer support, discuss the absence and likely date for the return to school. The procedures outlined in Appendix 2 should be followed. If there are significant safeguarding concerns at any time, efforts should be made to have 'eyes on' the student at the earliest opportunity unless they are known to be visible within the community e.g. in hospital, seeing medical consultants or social workers.

15.2 Absence of more than 10 days

The procedures outlined in Appendix 2 should continue to be followed.

As a general rule, staff should make every attempt to have 'eyes on' a student **every 10 school days** (not including weekends or holidays) during a period of absence, unless the student is known to be visible within the community e.g. in hospital, seeing medical consultants or social workers.

15.3 Absence of more than 15 days

- In the document Summary of responsibilities where a mental health issue is affecting attendance (publishing.service.gov.uk) it is stated: "Schools should inform the LA where students are likely to miss more than 15 days, and work with the family to provide educational provision whilst determining with the LA whether alternative provision should be provided under section 19 of the Education Act 1996, as outlined in statutory guidance. "

- In Working Together to Improve Attendance (2024) a 'Sickness Return' is required by the Local Authority in cases where 15 days of illness are recorded over the academic year (continuous or not). Warwickshire Attendance Service (WAS) can be consulted on 01926 413777 or at was@warwickshire.gov.uk
- The Access to Education Team 01926 736323 ehe@warwickshire.gov.uk can provide further advice and a referral to the Flexible Learning Team may be made if appropriate - [Warwickshire Flexible Learning Team \(warwickshire-flt.org.uk\)](http://WarwickshireFlexibleLearningTeam.warwickshire-flt.org.uk)
- Provision of education at home may include use of worksheets and textbooks, lesson resources on OneNote, Teams sessions with school staff, videos, online or home tutoring from school staff.

15.4 Meetings and home visits

15.4.1 An in-person meeting will best allow staff to assess the safety and wellbeing of the young person, but a virtual meeting may be appropriate in some situations. The decision to meet in-person or virtually should be made in discussion with the Deputy Head and Head.

15.4.2 If an initial in-person meeting is to be held at the student's house, no fewer than two staff should attend.

15.4.3 If the absence continues beyond the initial meeting, a discussion with the Deputy Head will take place regarding future steps which will depend on the nature of the absence:

- o if the reason for absence is SEMH in nature, future support will be led by the Deputy Head in liaison with pastoral staff and the SENDCO.
- o if the reason for absence is not SEMH in nature, the pastoral team will coordinate the support plan which will be regularly reviewed. This will consider, among other things, if a medical note is required or if ongoing visits are necessary given the individual circumstances.
- o if it is decided that further home visits are required, it may be decided, in discussion with the Deputy Head and Head, that only one member of staff need attend.

15.5 Students returning to school after a lengthy or unavoidable period of absence

15.5.1 The approach to supporting a student back into school is bespoke and may include measures such as:

- phased return: this may include liaison over the use of a part-time timetable for a limited period
- visits to the school, if necessary, outside of normal school hours, may be arranged to refamiliarise a student with the school and staff
- time out in a safe space during the school day
- academic support from tutors may be arranged
- regular pastoral check-ins with a trusted adult
- special arrangements for registration and breaks
- regular communication with parents
- risk assessments

16.0 Attendance monitoring

16.1 Monitoring overall attendance

- Form tutors and the School Office Administrator monitor daily attendance and are encouraged to flag up any concerns, weekly, to the Heads of Years to allow early intervention.
- The Deputy Head (Senior Attendance Champion) monitors attendance and absence data half-termly, termly and yearly across the school, within year groups and at an individual pupil level. They identify any particular groups of pupils or individual pupils whose absences may be a cause for concern, and these are discussed at Pastoral Committee meetings and, where appropriate, action plans may be put in place.
- Attendance data is reported as part of regular data drops for each year group.

- Historic and emerging patterns of attendance and absence are monitored
- Attendance data is shared and discussed with the Senior Leadership Team and the Safeguarding Governor on a termly basis and with the Governors Committees as part of the termly reports. Benchmarking against [national statistics](#) may form part of the shared data
- Where attendance falls below 85% for a term, parents are sent an attendance letter (subject to the circumstances of the absence having been reviewed).
- Where there is an ongoing concern about attendance, parents will be invited into school for a meeting.

16.2 Using data to improve attendance

16.2.1 The school will:

- Provide regular attendance reports to school leaders and governors, to facilitate discussions with pupils and families to try to remove any barriers to attendance.
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies.

17.0 Reducing persistent and severe absence

17.1 The Government defines persistent absence to be where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school.

17.2 The school will:

- Use attendance data to find patterns and trends of persistent and severe absence;
- Hold regular meetings with the parents of Pupils who the school considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school;
- Consider instigating Early Help to support attendance, either internally or, in more serious cases, with external monitoring;
- Provide access to wider support services such as Local Authority Children's Services, to remove the barriers to attendance.

18.0. Monitoring arrangements

18.1 This policy will be reviewed at least annually by the DH or as guidance from the local authority or DfE is updated.

Appendix 1: : Registration Codes

The following codes are taken from the DfE's [guidance on school attendance](#).

Code	Definition	Scenario
Present (classified for statistical purposes as 'present')		
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late (after the register has started to be taken) before registration period has closed (which after 9.10 or 2.40)
Present - attending a place other than the school (classified for statistical purposes as 'present')		
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 and supervised by a member of school staff
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school where the Head is satisfied that the person supervising has the appropriate skills, training, experience and knowledge to ensure that the activity takes place safely and fulfils the educational purpose for which the pupil's attendance has been approved.
W	Attending work experience	Pupil is on an approved work experience placement where the Head is satisfied that the person supervising has the appropriate skills, training, experience and knowledge to ensure that the activity takes place safely and fulfils the educational purpose for which the pupil's attendance has been approved.
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) where the Head is satisfied that the person supervising has the appropriate skills, training, experience and knowledge to ensure

		that the activity takes place safely and fulfils the educational purpose for which the pupil's attendance has been approved.
Absent – leave of absence (classified for statistical purposes as 'authorised 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
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 The internal code \$ is used for Year 11 study leave which falls <i>outside</i> the public examination period but is recorded by the official C code for government statistical purposes
Absent – other authorised reasons (classified for statistical purposes as 'authorised absence')		
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 (recorded for statistical purposes as 'not a possible attendance')		

Q	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Pupil is unable to attend as they are: <ul style="list-style-type: none"> • In police detention • Remanded to youth detention, awaiting trial or sentencing, or • Detained under a sentence of detention
Y6	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
X	Not required to attend	Pupil of non-compulsory school age is absent with leave because their timetable does not require them to attend.e.g. in Sixth Form for study leave and study afternoons. A pupil ceases to be of compulsory school age on the last Friday in June of the school year in which they reach the age of 16.
D	Dual registration	The law allows for a student to be registered at more than one school. Code D is used to indicate that the student was not expected to attend

		King's High on that day because they were scheduled to attend the other school at which they are registered e.g. hospital school.
Absent – unauthorised absence (classified for statistical purposes as '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 (not collected for statistical purposes)		
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

Appendix 2: Child Absent for more than 5 days – Flow Chart.



