# Attendance Policy

| Version | Date | Author(s) | Changes |
|---|---|---|---|
| 1 | June 2023 | S Corry | |
| 2 | June 2024 | S Corry | None |
| 3 | November 2025 | S Corry | Removal of appendix 2 and references to appendix 2. Information all now present in appendix 1. |
| 4 | September 2026 | S Corry | Times adjusted to reflect 08:45 times. Name of Attendance Champion added |

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| **Date of ratification:** | September 2026 |
| **Ratified by:** | Governors |
| **Review frequency:** | Annual |
| **Next review due:** | September 2027 |
| **Source:** | Key and WCC |
| **Type of Policy:** | Statutory |

**All staff and volunteers working in our school share a responsibility for promoting and safeguarding the welfare of the children with whom they come into contact with.**

**Contents**

**A. Aims**

We are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

- Promoting 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
- Recognising that good attendance is the responsibility of all adults who support and work with children.
- Recognising that good attendance has a direct, positive impact on performance at school and on a child's wider development and growth.

**B. Support Universal Support**

The School and the Attendance Lead will work with parents and carers to support good attendance.

**The School will be:**

**Monitoring attendance. The school will:**

- Monitor attendance and absence data daily, half-termly, termly and yearly across the school.
- Identify whether or not there are particular groups of children whose absences may be a cause for concern.
- Report to governors termly about attendance.
- Pupil-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average, and share this with the governing board.

**Analysing attendance.**

**The school will:**

- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families.
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

**Using data to improve attendance.**

**The school will:**

- Provide regular attendance reports to class teachers and other school leaders, to facilitate discussions with pupils and families.
- Plan interventions and offer support to families, either formal or informal.
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies.

Initial support will be facilitated by the Attendance Lead and may involve SENDco, DSL, class teacher input.

**Additional Support**

School and the Attendance Lead will work with parents to remove barriers to attendance. School may access additional support through the EBSA pathway.

- EBSA pathway @ ebsa@warwickshire.gov.uk

**C. Roles and responsibilities**

**The governing board is responsible for:**

- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole school
- Making sure staff receive adequate training on attendance
- Holding the headteacher to account for the implementation of this policy

**The headteacher**

**The headteacher is responsible for:**

- Authorising or not authorising absences
- Ensuring that the ethos and culture of the school promotes good attendance.
- 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
- Deciding when support will be formalised, i.e. when voluntary support packages and plans have been used, exhausted and have failed to improve attendance

**The designated senior leader responsible for attendance The designated senior leader is responsible for:**

- Leading attendance across the school
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis
- Devising specific strategies to address areas of poor attendance identified through data
- Arranging calls and meetings with parents to discuss attendance issues
- Delivering targeted intervention and support to pupils and families

The designated senior leader responsible for attendance is **Suzanne Corry and can be contacted via 01295770267 head3216@welearn365.com** and works closely with Warwickshire Attendance Service. **Our SENDco is Mr Dan Hackett** and can be reached on head3216@welearn365.com or admin3216@welearn365.com

**Class teachers**

Class teachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school twice daily, both at the start of the day and after lunch. Class teachers will communicate with parents re absence and will convey messages to admin staff and SLT. They may be called on to offer support to pupils and parents in identifying attendance issues and addressing them.

**School admin staff - Sarah Boyle**

**School admin staff will:**

- Take calls and answerphone messages from parents about absence on a day-to-day basis and record it on the school system
- Discuss calls from parents with the Headteacher, as designated senior leader responsible for attendance, in order to provide them with more detailed support on attendance
- Our school admin staff are also our Attendance Champion.

**D. Attendance and Punctuality expectations of pupils and parents**

**Parents/Carers**

A parent is defined as: Any natural parent, whether married or not. Any parent who has parental responsibility.

**Parents/Carers are expected to:**

- Make sure their child attends every day that school is open to pupils and that they arrive on time
- Call the school to report their child's absence before 9am on the day of the and each subsequent day of absence), and advise when they are expected to return
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day

**Pupils**

**Pupils are expected to:**

- Attend school every day, on time

**E. Daily Routines**

**Attendance register** - Daily Routines.

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

Classroom registers open at 08:45) and close at 09:10. Class teachers take attendance registers. Any registration after 09:10 (09:00) will be recorded by admin staff as L for late or as an absence.

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 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 if 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 3 years after the date on which the entry was made.

Pupils must arrive in school by 08:45 on each school day. The register for the second session will be taken at 1:00pm.

**Unplanned absence**

The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 09:00 or as soon as practically possible by calling the school admin staff (see also section 7) on 01295 770267 or by emailing admin3216@welearn365.com. We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness. If the authenticity of the illness is in doubt, the school may ask the pupil's parent/carer to provide 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/carers will be notified of this in advance.

**Planned absence**

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment. However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

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

**Lateness and punctuality**

The school will regard punctuality as of the utmost importance and lateness will not be tolerated. The school day starts at 8.45am. Pupils should be in their classrooms by this time. Registers are taken as follows throughout the school day.

- Pupils will receive a late mark if they are not in their classroom by 09:10am
- The register closes at 9.10am. Pupils will receive a mark of U if they arrive after this time.
- If a pupil has not arrived by 9.10am, and the parent has not contacted the school, the school office will call the parents and will mark the register as appropriate.
- After lunch, registers are marked by 1.10pm.

**Following up unexplained absence**

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

- Call the pupil's parent/carer 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 Warwickshire Attendance Service.
- 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
- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer and the CME (child missing from education) team.

**Reporting to parents/carers**

The school will regularly inform parents about their child's attendance and absence levels via annual reports or before if issues arise and support is necessary.

**Authorised and unauthorised absence**

**Approval for term-time absence**

The headteacher will only grant a leave of absence to a pupil during term time if they consider there to be '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. We define 'exceptional circumstances' as circumstances that cannot be avoided at this time. This does not include holidays.

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 and, where possible, at least 4 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.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart
- Traveller pupils 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

Requests for these circumstances will be considered on an individual basis at the time of request: -

- Attendance at Family gatherings such as funerals and weddings
- Study leave
- Flexi-schooling requests

The Attendance Leader will register those who have persistent absence on cpoms and use this to inform parents and to monitor attendance.

**F. Reducing persistent and severe absence**

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school. This can be authorized or unauthorized absence.

**The school and the Attendance Lead 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 (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
- Provide access to wider support services to remove the barriers to attendance

**School will target unauthorized absence through**

- Letters to parents
- Visits to home
- Accessing support from Local Authority Attendance Services, CME, EMTAS and SEND support teams.
- Meeting with parents: these aim to reduce school-based barriers to attendance with pupils and parents/carers and address external barriers to attendance; offering support where necessary e.g. through FIS and Early Help

**G. Escalation of Procedures.**

The school or local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a fine, or penalty notice, each parent must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

Penalty notices can be issued by a headteacher, local authority officer or the police.
The decision on whether or not to issue a penalty notice may take into account:

- The number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where an excluded pupil is found in a public place during school hours without a justifiable reason

If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

**H. Formalising Support.**

**Additional Support**

If the Attendance Lead in school has assessed attendance, planned a pathway to improvement with parents, actioned support and reviewed the planned actions and attendance hasn't improved they may enlist the support of the above agencies. Through engagement with Warwickshire Attendance Services support may be formalised and legal interventions may be used.

## 8. Monitoring arrangements

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

## 9. Links with other policies

- This policy links to the following policies:
- Child protection and safeguarding policy
- Behaviour policy

## Appendix 1: attendance codes

The following codes are taken from the DfE's guidance on school attendance.

| Code | Definition | Scenario |
|---|---|---|
| **/** | Present (am) | Pupil is present at morning registration |
| **** | Present (pm) | Pupil is present at afternoon registration |
| **L** | Late arrival | Pupil arrives late before register has closed |
| **B** | Off-site educational activity | Pupil is at a supervised off-site educational activity approved by the school |

| | | |
|---|---|---|
| **D** | Dual registered | Pupil is attending a session at another setting where they are also registered |
| **J** | Interview | Pupil has an interview with a prospective employer/educational establishment |
| **P** | Sporting activity | Pupil is participating in a supervised sporting activity approved by the school |
| **V** | Educational trip or visit | Pupil is on an educational visit/trip organised, or approved, by the school |
| **W** | Work experience | Pupil is on a work experience placement |

| Code | Definition | Scenario |
|---|---|---|
| **Authorised absence** | | |
| **C** | Authorised leave of absence | Pupil has been granted a leave of absence due to exceptional circumstances |
| **E** | Excluded | Pupil has been excluded but no alternative provision has been made |
| **H** | Authorised holiday | Pupil has been allowed to go on holiday due to exceptional circumstances |
| **I** | Illness | School has been notified that a pupil will be absent due to illness |
| **M** | Medical/dental appointment | Pupil is at a medical or dental appointment |
| **R** | Religious observance | Pupil is taking part in a day of religious observance |
| **S** | Study leave | Year 11 pupil is on study leave during their public examinations |
| **T** | Gypsy, Roma and traveller absence | Pupil from a traveller community is travelling, as agreed with the school |
| **Unauthorised absence** | | |

| | | |
|---|---|---|
| **G** | Unauthorised holiday | Pupil is on a holiday that was not approved by the school |
| **N** | Reason not provided | Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been |
| | | provided after a reasonable amount of time) |
| **O** | Unauthorised absence | School is not satisfied with reason for pupil's absence |
| **U** | Arrival after registration | Pupil arrived at school after the register closed |

| Code | Definition | Scenario |
|---|---|---|
| **X** | Not required to be in school | Pupil of non-compulsory school age is not required to attend |
| **Y** | Unable to attend due to exceptional circumstances | School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody |
| **Z** | Pupil not on admission register | Register set up but pupil has not yet joined the school |
| **&** | Planned school closure | Whole or partial school closure due to half-term/bank holiday/INSET day |

**Useful Links**

https://www.warwickshire.gov.uk/school-attendance-exclusions/school-attendance-guidanceparentscarers