

Ivory Federation

Propps Hall Junior, Infant and Nursery School Springhead Infant and Nursery School Rushcroft Primary School

Improving Attendance Policy

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Policy revised August 2026

1.0 RATIONALE

We want all children to thrive in our school every day. We build strong and enduring relationships because we believe this is the foundation pupils need to fully engage in our community, to feel a sense of belonging and succeed.

Every child has a right to access education, and **everyone** is responsible for supporting and promoting excellent school attendance and punctuality. Our schools are committed to providing the highest quality of education to our pupils and we recognise the clear link between attendance and the attainment of our pupils.

The aim of this Attendance Policy is to enable *us* to provide a consistent practice that actively encourages and supports the highest possible levels of attendance for all our pupils. We take a whole-school approach to maintaining regular attendance and to achieve this, all members of our school community have an important contribution to make. It is vital that we work in partnership to ensure that any in-school or out-of-school barriers are removed at the earliest opportunity, this is achieved through early and meaningful support.

We support parents to perform their legal duty to ensure their children of compulsory school age attend school regularly and in addition, promote and support punctuality when attending lessons.

We are committed to taking positive action in the line with the Equality Act (2010) regarding the needs of people with protected characteristics. These are age, disability, pregnancy and maternity, religion and belief, race, sex, sexual orientation, gender reassignment and marriage and civil partnership. We make reasonable adjustments to avoid anyone with a protected characteristic being placed at a disadvantage. Our relentless approach to ensuring our pupils attend school and receive the education that they deserve, and are entitled to, is central to our school values.

Our school has adopted the Local Authority, Educational Neglect Policy. The policy clearly defines how all services such as education, social care, health and all other professionals respond to concerns of educational neglect. This, alongside our Improving Attendance Policy, provides a clear framework for handling absenteeism.

It is our duty to strive for a goal of 100% attendance for all pupils so that they can take full advantage of the opportunities offered. It is vital that all children are at school, on time, every day the school is open, unless the reason for absence is unavoidable. Therefore, this policy has been created to help support the school in effectively managing absences so that our pupils can make the most of the educational and life opportunities available to them.

Legal Framework

This policy has been developed with regard to the Department for Education's statutory guidance *Working Together to Improve School Attendance* and other relevant statutory guidance and legislation.

The legal framework relating to school attendance includes, as amended:

- the Education Act 1996;
- the Education Act 2002;
- the Education and Inspections Act 2006;
- the School Attendance (Pupil Registration) (England) Regulations 2024;
- the Education (Penalty Notices) (England) Regulations 2007, as amended;
- the Children and Families Act 2014;

- the Equality Act 2010; and
- the Children's Wellbeing and Schools Act 2026.

The Federation will also have regard to relevant Department for Education guidance, including *Children Missing Education*, and will work with the Local Authority in accordance with statutory requirements and local attendance procedures.

2.0 PURPOSE

We aim to meet our obligations relating to school attendance by:

- Ensuring every pupil has access to full-time education to which they are entitled
- Promoting good attendance and reducing absence, including persistent absence by effectively removing the barriers to attendance
- Acting early to address patterns of absence
- Working closely with our families, to support them in helping their child to have excellent attendance
- Building strong relationships with pupils and families and working together to understand and remove barriers to attendance.
- Creating a culture in which good attendance is accepted as the norm
- Demonstrating that good attendance and punctuality is valued by the school
- Maintaining and developing effective communication regarding attendance between home and school
- Having in place procedures to safeguard all children.

3.0 MANAGING ABSENCES

There are 190 school days each year, this means that there are 175 non-school days a year

Attendance %	Rating	Days absent	Description
100%	Excellent Attendance	0	Best opportunity to benefit fully from education
97%	Good Attendance	Up to 5 days	Good attendance
95-96.9%	Improvement Required Attendance is Monitored	Approx 6-9 days	Attendance will be monitored for emerging patterns or concerns
90-94.9%	Attendance Concern	Approx 10-19 days	Support or intervention required
90% or below	Persistent Absence	19+ days	Pupil is missing 10% or more of the sessions they are expected to attend
50% or below	Severe Absence	95+ days	Pupil is missing 50% or more of the sessions they are expected to attend

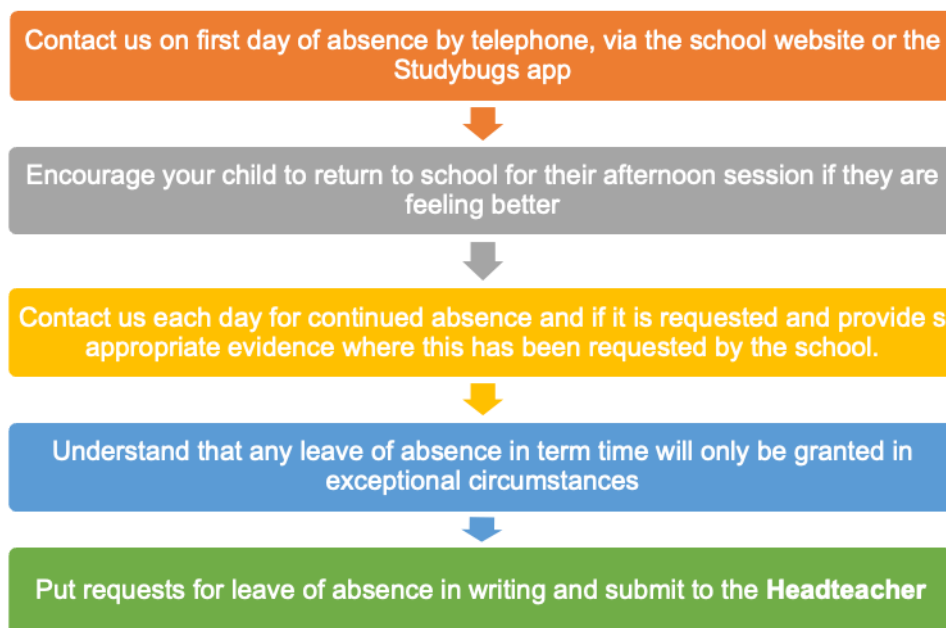
3.1 Reporting Absences

It is the responsibility of the parent to inform us of a pupil absence and to inform us of any changes to contact details.

Parents are expected to inform us of their child's absence before **9:00 a.m** on each day of absence providing the reason for absence and when their child will be returning to school. We will contact parents and/or other listed emergency contacts where no contact has been made.

Where contact cannot be established, school office staff will escalate the absence to SLT and/or pastoral staff in accordance with the school's attendance and safeguarding procedures. Further reasonable enquiries and/or a home visit will be undertaken where appropriate, taking account of the pupil's individual circumstances and any known safeguarding concerns.

The process for parents reporting an absence



3.2 Requesting Leave in Term Time

Absence for the purposes of leave during term time can only be authorised by the Executive Headteacher in accordance with the School Attendance (Pupil Registration) (England) Regulations 2024. Leave of absence will only be granted where the Executive Headteacher considers the circumstances to be exceptional. Leave of absence should be requested in advance; retrospective approval will not normally be granted.

Holidays during term time will not normally be considered exceptional circumstances. Each request will be considered individually, taking account of the particular facts and circumstances of the case. The following guiding principles apply:

- **Term time is for education.** This is the priority. Children and families have 175 non-school days each year, including weekends and school holidays, and we will prioritise regular attendance.
- The decision to authorise a pupil's absence rests with the Executive Headteacher, based on the individual circumstances and merits of each request.
- Where an event or activity can reasonably be arranged outside of term time, absence will not normally be authorised.
- The particular circumstances of families of **service personnel** will be taken into account when considering requests for leave of absence. Where service commitments significantly restrict a family's ability to spend time together during school holidays, the individual circumstances of the

request will be considered. Leave will only be authorised where the Executive Headteacher considers the circumstances to be exceptional.

Family emergencies require careful consideration. It may not always be appropriate or in the best interests of a pupil to miss education for an emergency being dealt with by adult family members. Being at school, with support from staff and peers, can provide stability and a safe and familiar routine during times of uncertainty. Relevant staff will work with parents to consider the individual circumstances and what is in the best interests of the pupil.

Sporting, performance and employment activities will be considered individually and in accordance with the School Attendance (Pupil Registration) (England) Regulations 2024.

Where a pupil participates in a sporting activity which meets the requirements of an approved educational activity and has been approved by the school, the appropriate attendance code (**P**) will be used. Participation in a sporting activity does not automatically qualify as an approved educational activity, and parents should seek the school's agreement in advance.

Where leave is granted for a pupil to participate in a regulated performance or regulated employment abroad, the appropriate attendance code (**C1**) will be used. The school may request appropriate evidence of the activity and any licence or approval required.

Other requests for absence connected with sporting, acting, performance, training, coaching or similar activities will be considered individually. Where the activity does not meet the requirements for an approved educational activity or regulated performance, leave will only be granted where the Executive Headteacher considers the circumstances to be exceptional.

3.3 Following Up Absences and Taking Statutory Action

The school will follow up all unexplained absences promptly to establish the reason for absence and ensure that the correct attendance code is recorded.

Where a pupil is absent and no reason has been provided, school office staff will undertake first-day contact with parents/carers and, where necessary, other identified emergency contacts. Where contact cannot be established, or where there are concerns about a pupil's welfare, the matter will be escalated to senior leaders and/or pastoral staff. Further enquiries and/or a home visit will be undertaken where appropriate, taking account of the pupil's individual circumstances, vulnerability and any known safeguarding concerns.

Where absence gives rise to a safeguarding concern, the school's safeguarding procedures will be followed and the Designated Safeguarding Lead (DSL) will determine any further action required. This may include liaison with Children's Social Care, the Local Authority, the police or other relevant agencies.

The school will establish the reason for absence and ensure that the appropriate attendance code is entered as soon as possible. Where a reason for absence cannot be established, the appropriate absence code will be used in accordance with current statutory guidance.

Where attendance is causing concern, the school will work with the pupil and family to understand the barriers to attendance and identify appropriate support. This may include meetings with parents, attendance support plans, pastoral or SEND support, Early Help and involvement of other services where appropriate.

Senior leaders and pastoral staff will monitor attendance patterns and individual cases and will work with the Federation's named Local Authority Attendance Lead where additional advice, support, challenge or formal intervention is required.

Where support has not been successful, has not been engaged with, or is not appropriate, the school will work with the Local Authority to consider whether formal attendance intervention is necessary. Any such action will be taken in accordance with statutory requirements, the National Framework for Penalty Notices and the Local Authority's attendance procedures.

Penalty Notices

The national threshold for considering a penalty notice is 10 sessions of unauthorised absence within a rolling period of 10 school weeks. A school week means any week in which there is at least one school session. The 10 sessions do not have to be consecutive and may include different types of unauthorised absence.

Where the national threshold is met, the school will consider whether a penalty notice is appropriate in each individual case, or whether another attendance intervention should be used, having regard to the National Framework for Penalty Notices.

Where a penalty notice is issued:

- the first penalty notice issued to a parent in respect of a particular pupil within a three-year period is £80 if paid within 21 days, rising to £160 if paid within 28 days;
- a second penalty notice issued to the same parent in respect of the same pupil within three years is £160, payable within 28 days; and
- a maximum of two penalty notices may be issued to the same parent in respect of the same pupil within a three-year period.

Where the national threshold is met for a third time within three years, a further penalty notice cannot normally be issued and other attendance intervention or legal action may be considered by the Local Authority.

Where appropriate, the Local Authority may consider other legal interventions available under the Education Act 1996. The Federation will work with the Local Authority and families throughout this process, with the aim of securing sustained improvement in the pupil's attendance.

3.4 Children with Medical Conditions or Special Educational Needs and Disabilities

Some pupils face greater barriers to attendance than their peers. These can include pupils with long-term medical conditions and pupils with special educational needs and disabilities (SEND). The Federation will maintain high expectations for the attendance of these pupils, while recognising individual circumstances and ensuring that reasonable adjustments and appropriate support are provided.

The school will:

- work with parents to understand the individual barriers affecting a pupil's attendance and put appropriate support in place. Parents are expected to engage with support offered by the school and, where appropriate, external services;
- maintain positive and sensitive communication with pupils and families so that appropriate support and reasonable adjustments can be identified and agreed;

- consider possible explanations and underlying barriers to absence, including emotionally based barriers to school attendance;
- work with parents to consider whether additional support from external services, including the Local Authority, health services or other relevant agencies, would be appropriate, making referrals in a timely manner where necessary;
- ensure appropriate action is taken where a pupil's health needs prevent them from attending school, including liaison with the Local Authority and relevant health professionals where necessary;
- identify and seek to remove in-school barriers to attendance. This may include reasonable adjustments to routines, access to support, the school environment or lunchtime arrangements;
- ensure joined-up pastoral, SEND and safeguarding support is provided where appropriate; and
- where it is in the pupil's best interests, consider whether a **temporary reduced timetable** may be appropriate as part of a planned approach to supporting the pupil's return to full-time education. Any such arrangement will be agreed with parents, regularly reviewed, have a clearly defined purpose and timescale, and will not be used to manage behaviour.

The school will work closely with the pupil, their family, the SENCo, pastoral staff, relevant health professionals and other agencies as appropriate, with the aim of enabling the pupil to access their education as fully and regularly as possible.

3.5 Children Missing from Education (CME) and Elective Home Education (EHE)

The Federation recognises that children missing education (CME) can be at significant risk of harm and has due regard to the Department for Education's statutory guidance *Children Missing Education*. The schools will follow Local Authority procedures for identifying, reporting and supporting children who may be missing education.

Where a pupil fails to attend school and their whereabouts are unknown, reasonable enquiries will be undertaken promptly. The nature and extent of these enquiries will take account of the individual circumstances of the pupil and any known safeguarding concerns. Where appropriate, this may include contact with parents/carers and emergency contacts, home visits, liaison with other schools or agencies, and contact with the Local Authority.

Concerns about a pupil's welfare will be considered alongside the school's safeguarding procedures and will be escalated without delay where there is reason to believe that a child may be at risk of harm.

The school will notify and work with the Local Authority in accordance with statutory requirements where a pupil may be missing education, and will not remove a pupil from the admission register unless the relevant statutory grounds for deletion have been met.

Where a parent indicates that they intend to withdraw their child from school to electively home educate (EHE), the school will follow the relevant statutory requirements and Local Authority procedures. The school will work with the Local Authority and share relevant information as required, including any information relating to the child's education, welfare, SEND or safeguarding needs.

The Federation will cooperate with the Local Authority in relation to its statutory responsibilities for children not in school, including the provision of information required by law and any applicable arrangements introduced under the Children's Wellbeing and Schools Act 2026.

3.6 Monitoring and Reviewing Attendance

We recognise that early identification and intervention are important in preventing patterns of poor attendance from becoming established. Attendance and punctuality are therefore monitored routinely throughout the year, with particular attention given to pupils and groups who may face additional barriers to attendance.

Senior leaders and pastoral staff work together to monitor attendance and identify pupils whose attendance is declining or where patterns of absence or lateness are emerging. School office staff support this process through the accurate recording and day-to-day monitoring of attendance information.

Attendance information is reviewed regularly at pupil level, with emerging concerns identified and acted upon promptly. Formal analysis of attendance data is undertaken at least half-termly and includes, as appropriate:

- overall school attendance and absence;
- persistent and severe absence;
- patterns of absence and lateness;
- trends in reasons for absence;
- the correct and consistent use of attendance codes;
- attendance of identified groups, including pupils with SEND and disadvantaged pupils;
- attendance of vulnerable pupils and those receiving additional support; and
- the impact of attendance interventions and support.

Attendance data will be benchmarked against available national and Local Authority data to identify areas of strength, emerging concerns and priorities for improvement.

Senior leaders will work with the Federation's named Local Authority Attendance Lead to review attendance, provide appropriate challenge and support, and identify where additional Local Authority involvement or formal intervention may be required.

Attendance information will be reported to governors at appropriate intervals to enable them to fulfil their oversight responsibilities and provide appropriate support and challenge.

Analysis of attendance will inform school improvement priorities and the development of attendance practice. The impact of support and intervention will be reviewed and adjusted where necessary to secure sustained improvement.

3.7 Supporting the Attendance of All Children

The Federation recognises that improving attendance is a shared responsibility and that strong, trusting relationships with pupils and families are central to understanding and overcoming barriers to attendance.

We will support and promote good attendance by:

- building strong and enduring relationships with pupils so that they feel safe, valued and have a sense of belonging within their school community;
- promoting the importance of regular attendance and punctuality with pupils and families;
- recognising and celebrating positive attendance, improvement and effort in an inclusive and appropriate way;

- identifying emerging attendance concerns early and working with pupils and families to understand the reasons for absence;
- providing appropriate pastoral, SEND and safeguarding support where barriers to attendance are identified;
- agreeing personalised and achievable attendance goals where appropriate, taking account of a pupil's individual circumstances, medical needs or additional needs;
- creating safe and supportive environments in which pupils can thrive;
- working in partnership with parents and carers to identify practical solutions to barriers to attendance;
- helping pupils and families understand the importance of regular attendance and the relationship between attendance, learning, wellbeing and future opportunities; and
- working with the Local Authority and other relevant services where additional support is required.

We recognise that some pupils, particularly those with significant medical needs, SEND or other vulnerabilities, may experience barriers which affect their ability to attend school regularly. Attendance will therefore be considered in the context of the individual pupil's circumstances, while maintaining high expectations and providing appropriate support.

Where attendance is recognised or celebrated, consideration will be given to individual circumstances so that pupils are not unfairly disadvantaged by absence relating to circumstances outside their control.

The Federation will recognise sustained good attendance as well as significant improvement in attendance and punctuality.

4.0 TYPES OF ABSENCE

4.1 Authorised, Unauthorised, Persistent and Severe Absence

Authorised Absence

An authorised absence is an absence which falls within one of the circumstances in which absence may be recorded as authorised under the School Attendance (Pupil Registration) (England) Regulations 2024.

This may include:

- absence due to illness;
- attendance at a medical or dental appointment which cannot reasonably be arranged outside school hours;
- absence for religious observance where the relevant statutory requirements are met;
- leave of absence granted by the Executive Headteacher in exceptional circumstances; and
- other circumstances where an authorised absence code applies in accordance with the statutory attendance framework.

Parents and carers are expected to inform the school of the reason for their child's absence in accordance with the school's absence reporting procedures.

Unauthorised Absence

An absence will be recorded as unauthorised where the pupil is absent without leave or where the reason provided does not meet the requirements for authorised absence.

This may include:

- absence without a satisfactory explanation;
- holidays or other leave taken during term time without authorisation;
- leave which exceeds the period authorised by the school;
- unnecessary absence from school;
- arrival after the register has closed without an authorised reason; and
- other absences which are required to be recorded as unauthorised under the statutory attendance framework.

Persistent and Severe Absence

A pupil is considered to be persistently absent where they miss 10% or more of the sessions they are expected to attend, regardless of whether those absences are authorised or unauthorised.

A pupil is considered to be severely absent where they miss 50% or more of the sessions they are expected to attend, regardless of whether those absences are authorised or unauthorised.

Pupils who are persistently or severely absent will be closely monitored. Senior leaders and pastoral staff will work with pupils and families to understand the barriers to attendance and, where appropriate, put individual support and intervention in place to secure sustained improvement.

Particular attention will be given to pupils who are severely absent, and the school will work with the Local Authority and other relevant services where additional support or intervention is required.

Where a pupil has SEND, medical needs, safeguarding concerns or other identified vulnerabilities, relevant staff including the SENCo, DSL and pastoral staff will contribute to understanding the barriers to attendance and determining appropriate support.

Attendance concerns will be considered alongside other available information. Where absence or the circumstances surrounding it indicate a safeguarding concern, the school's safeguarding procedures will be followed.

4.2 Religious Observance

The Federation respects and supports the religious observance of pupils and their families.

Absence for religious observance will be authorised where the day is exclusively set apart for religious observance by the religious body to which the pupil's parent belongs. Parents should inform the school in advance where their child will be absent for religious observance.

Where necessary, the school may seek information or advice to establish whether a particular day has been set apart for religious observance.

Pupils are expected to attend school before and after the period of religious observance unless there is another authorised reason for absence.

Where the statutory requirements are met, the absence will be recorded using the appropriate attendance code (R).

4.3 Medical and Dental Appointments

As far as possible, routine medical and dental appointments should be arranged outside of the school day.

Where this is not possible, parents should inform the school of the appointment in advance wherever practicable. The school may ask for appropriate evidence of the appointment where this is reasonably required.

Pupils should attend school before and/or after an appointment wherever reasonably possible so that the amount of education missed is kept to a minimum.

Where a pupil needs to leave school during the day for an appointment, they must be collected and signed out in accordance with the school's procedures.

The absence of siblings who do not have an appointment will not normally be authorised.

Where a pupil is absent from school to attend a medical or dental appointment, the appropriate attendance code (M) will be used.

4.4 Illness

Where a pupil is unable to attend school because they are ill, parents should notify the school in accordance with the absence reporting procedures set out in this policy.

Parents are encouraged to refer to appropriate NHS guidance when deciding whether their child is well enough to attend school.

Where the school is satisfied that a pupil is unable to attend because of illness, the absence will be authorised and recorded using the appropriate attendance code (I).

The school will not routinely request medical evidence for short-term illness. However, where there is genuine and reasonable doubt about the authenticity of an illness, or where repeated or prolonged absence is causing concern, the school may seek appropriate evidence to help establish the reason for absence.

Where a pupil is persistently absent (PA) and has been formally placed on attendance monitoring, parents/carers will normally be informed that appropriate medical evidence will be required to support the authorisation of further absences reported as illness. Any requirement for medical evidence will be communicated clearly to parents/carers and will be kept under review.

Where appropriate medical evidence is not provided following notification that it is required, the school will consider the circumstances of the absence and determine the appropriate attendance code in accordance with statutory guidance.

Appropriate evidence may include appointment information, prescriptions or medication information, correspondence from a health professional, evidence of consultation with a health service, or other information reasonably demonstrating that the pupil has been unwell. Parents will not routinely be expected to obtain additional medical evidence, such as a GP letter, where other appropriate evidence is available.

Where illness is frequent, prolonged or significantly affecting a pupil's access to education, the school will work with the pupil and family to understand any underlying barriers and identify appropriate support. This may include involvement from pastoral staff, the SENCo, health professionals, the Local Authority or other relevant services.

Where a pupil has an identified medical condition, disability or SEND, the school will take account of their individual circumstances and make reasonable adjustments where required.

5.0 ROLES AND RESPONSIBILITIES

ATTENDANCE RESPONSIBILITIES AT A GLANCE		
	SCHOOL OFFICE →	Daily attendance administration → first-day contact → accurate recording and coding → prompt escalation of concerns
	SLT + PASTORAL →	Monitoring pupils and patterns → working with families → attendance support and intervention → home visits where appropriate
	SLT →	Strategic oversight and accountability → analysis and evaluation → liaison with the Local Authority
	NAMED LOCAL AUTHORITY ATTENDANCE LEAD →	External advice → support and challenge → support with formal/statutory attendance pathways where required
	EXECUTIVE HEADTEACHER →	Overall Federation responsibility → strategic leadership → key decisions and escalation
	GOVERNORS →	Oversight → support → challenge
	ALL STAFF →	Positive attendance culture → vigilance → identifying and reporting concerns promptly
★ ATTENDANCE IS EVERYONE'S RESPONSIBILITY. The roles above work together to ensure that absence is identified promptly, barriers to attendance are understood, appropriate support is provided and concerns are escalated where necessary. ★		

The foundation of good attendance is a strong partnership between the school, parents/carers and pupils. Improving attendance is therefore the responsibility of the whole school community.

Everyone involved should understand their role in promoting a positive culture of attendance and be clear about their individual responsibilities and how they work in partnership with others.

Where a pupil or family requires support with attendance, the member of staff best placed to support them will be identified. Wherever possible, this will be someone who has an established and positive relationship with the pupil or family and can provide consistent support.

The Federation will work with pupils and families to understand barriers to attendance and identify appropriate support. This may involve senior leaders, pastoral staff, the SENCo, the DSL, school office staff, class teachers, the Local Authority and other relevant services according to the individual circumstances.

5.1 Parents and Carers

Parents and carers have a legal responsibility to ensure that children of compulsory school age receive a suitable full-time education, either through regular attendance at school or otherwise, in accordance with Section 7 of the Education Act 1996.

Where a child is registered at school, parents and carers are responsible for ensuring that they attend regularly. Failure to secure regular attendance may result in formal intervention or legal action in accordance with the Education Act 1996 and relevant statutory requirements.

Parents and carers are expected to:

- ensure their child attends school regularly and punctually;
- promote the importance and value of regular school attendance;
- notify the school promptly of any absence and provide the reason for absence in accordance with the school's reporting procedures;
- provide the school with accurate and up-to-date contact information, including more than one emergency contact wherever possible;
- avoid unnecessary absence and, wherever possible, arrange routine medical and dental appointments outside of school hours;
- provide appropriate evidence to support absence where this has been reasonably requested by the school;
- request any leave of absence in advance and understand that leave during term time will only be granted where the circumstances are considered exceptional;
- work openly and constructively with the school to identify and address barriers to their child's attendance;
- attend attendance meetings and engage with attendance support plans or other agreed interventions where required;
- engage with Early Help or other appropriate support where this is offered; and
- work with the school and relevant services to secure sustained improvement where attendance is causing concern.

5.2 Executive Headteacher, Governors and Senior Leaders

The Executive Headteacher has overall responsibility for ensuring that effective arrangements are in place to promote and improve attendance across the Federation. Governors provide oversight, support and challenge in relation to attendance.

Senior leaders within each school provide strategic oversight of attendance and work alongside pastoral staff, school office staff and the Federation's named Local Authority Attendance Lead to ensure that attendance concerns are identified and addressed promptly.

The Executive Headteacher, governors and senior leaders, as appropriate to their roles, will:

- promote a whole-school culture in which regular attendance and punctuality are valued and understood to be everyone's responsibility;
- ensure that this policy and associated attendance procedures are implemented consistently and effectively;
- ensure that appropriate arrangements are in place to identify and address school-based barriers to attendance, including those relating to safeguarding, bullying, SEND, medical needs and pastoral or wellbeing needs;
- ensure that attendance is considered alongside safeguarding information and that concerns are escalated appropriately;
- oversee the regular analysis of attendance data, including persistent and severe absence, patterns and trends, and the attendance of identified groups;
- benchmark attendance against available Local Authority and national data and use this information to identify priorities for improvement;
- ensure that pupils whose attendance is declining or causing concern are identified promptly and receive appropriate support and intervention;

- monitor the effectiveness of attendance support and intervention and ensure that action is adapted where necessary;
- ensure appropriate arrangements are in place for first-day contact, follow-up of unexplained absence and escalation where contact cannot be established;
- work with the Federation's named Local Authority Attendance Lead and other services where advice, challenge, additional support or formal intervention is required;
- make decisions about requests for leave of absence during term time in accordance with this policy and statutory requirements;
- ensure that staff understand their responsibilities in relation to attendance and receive appropriate information and training;
- ensure governors receive appropriate attendance information to enable effective oversight, support and challenge; and
- ensure that attendance practice takes account of the individual circumstances of pupils while maintaining high expectations for regular attendance.

5.3 Attendance Leadership & Pastoral Support

Senior leaders and pastoral staff work together to provide school-level leadership and oversight of attendance. Responsibilities will be allocated appropriately within each school, with senior leaders retaining oversight and accountability.

Senior leaders and pastoral staff will:

- monitor attendance and punctuality and identify pupils whose attendance is declining or where concerning patterns are emerging;
- monitor pupils who are persistently or severely absent and ensure that appropriate support and intervention are in place;
- review attendance information regularly and identify pupils and families requiring additional support;
- work proactively with pupils and families to understand and address barriers to attendance;
- meet with parents/carers where attendance is causing concern and agree appropriate actions and support;
- coordinate attendance monitoring, support plans and other attendance interventions;
- involve Early Help and other relevant services where appropriate;
- undertake home visits where appropriate, taking account of the pupil's circumstances, vulnerability and any safeguarding concerns;
- work closely with the DSL, SENCo and other relevant staff where attendance concerns overlap with safeguarding, SEND, medical or pastoral needs;
- liaise with the Federation's named Local Authority Attendance Lead, seeking advice, support and challenge and referring or escalating cases where Local Authority involvement or statutory intervention may be required;
- maintain appropriate records of attendance concerns, meetings, support, interventions and agreed actions;
- monitor the impact of support and intervention and adjust the approach where necessary; and
- escalate significant or unresolved concerns to the Executive Headteacher and/or relevant external services as appropriate.

5.4 School Office Staff

School office staff support the effective day-to-day management of attendance and work closely with senior leaders and pastoral staff.

School office staff will:

- monitor registers and identify pupils whose absence has not been explained;
- undertake first-day contact with parents/carers where a reason for absence has not been provided;
- follow up outstanding absence information and, where appropriate, contact additional emergency contacts;
- record reasons for absence and ensure that the appropriate attendance codes are used;
- maintain accurate and up-to-date attendance records;
- identify and promptly escalate unexplained absence, emerging patterns or other attendance concerns to senior leaders and/or pastoral staff;
- provide attendance information to senior leaders and pastoral staff to support monitoring and intervention; and
- follow the school's safeguarding and attendance procedures where contact with a family cannot be established or where information received gives rise to a concern about a pupil's welfare.

5.5 All School Staff

All staff have a responsibility to promote good attendance and to recognise that absence from school may be an indicator of wider needs or concerns.

All staff will:

- promote the importance of regular attendance and punctuality and contribute to a positive culture in which pupils feel safe, valued and that they belong;
- understand that improving attendance is a whole-school responsibility;
- be alert to changes in attendance, punctuality, behaviour or presentation which may indicate that a pupil is experiencing barriers to attending school;
- listen to pupils and share relevant concerns or information promptly with the appropriate member of staff;
- ensure that registers are completed accurately and promptly where this forms part of their role;
- promote positive messages about attendance with pupils and parents/carers;
- support agreed attendance strategies and reasonable adjustments for individual pupils where appropriate; and
- follow the school's safeguarding procedures where absence or information relating to attendance gives rise to a safeguarding concern.

CONCLUSION

Regular attendance is fundamental to pupils' education, wellbeing and future opportunities. The Federation is committed to creating a culture in which attendance is everyone's responsibility and where pupils and families are supported to overcome barriers to regular attendance.

Through effective daily procedures, early identification of concerns, appropriate support and intervention, and close working between school staff, families, the Local Authority and other relevant services, we will seek to ensure that every pupil is able to access their education as fully and regularly as possible.

MONITORING & REVIEW

The Executive Headteacher and governing bodies are responsible for ensuring that effective attendance arrangements are in place across the Federation.

The implementation of this policy will be monitored through the Federation's existing attendance, safeguarding and school improvement arrangements. Senior leaders will regularly review attendance information and the effectiveness of support and intervention, working with pastoral staff and the Federation's named Local Authority Attendance Lead as appropriate.

LINKED POLICIES AND PROCEDURES

This policy should be read alongside the Federation's:

- Child Protection and Safeguarding Policy
- SEND Policy
- Supporting Pupils with Medical Conditions arrangements
- Children Missing Education procedures
- Early Help and safeguarding procedures

APPENDIX 1: ABSENTEEISM PROCEDURE

Pupil is absent from school

1. Has the parent/carers provided a reason for absence?

YES → School office records the reason for absence and applies the appropriate attendance code.

- The frequency and pattern of absence will continue to be monitored.
- Any emerging concerns will be escalated to SLT and/or pastoral staff.
- Where a pupil is already subject to attendance monitoring, agreed monitoring arrangements will be followed, including the provision of appropriate medical evidence where this has been requested.

NO → School office undertakes first-day contact with the parent/carers and, where necessary, other identified emergency contacts.

2. Contact is established

- The reason for absence is established and recorded.
- The appropriate attendance code is applied.
- Any information giving rise to an attendance, pastoral or safeguarding concern is passed promptly to SLT and/or pastoral staff.
- Further support or intervention is considered where required.

3. Contact cannot be established

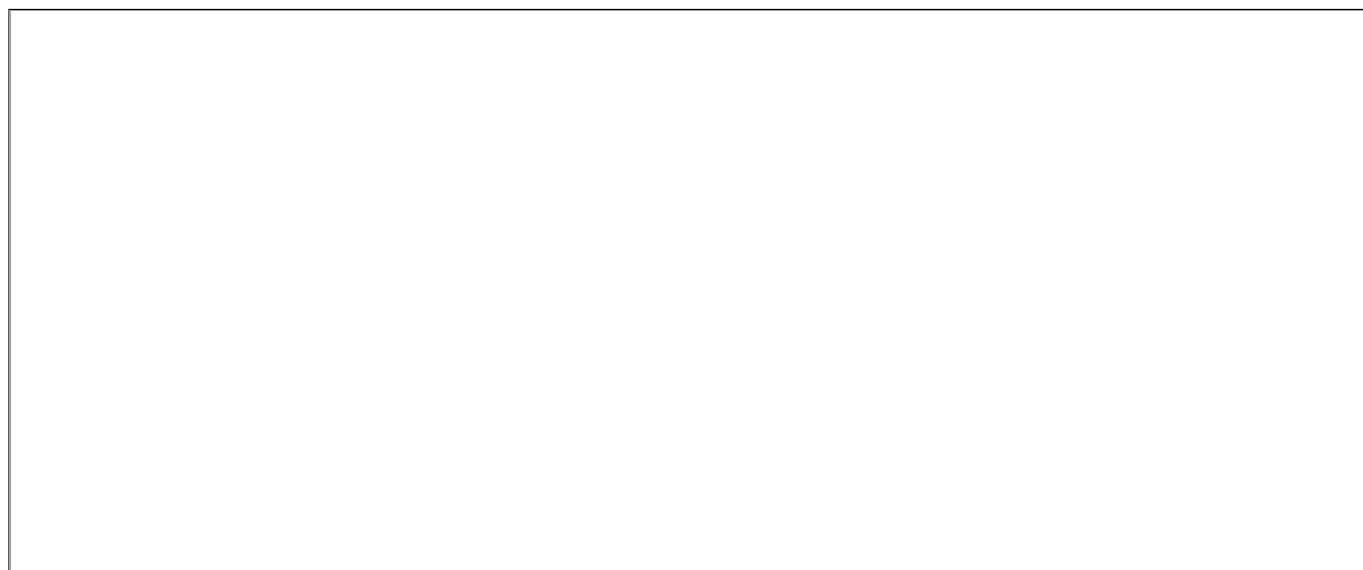
School office staff will escalate the absence to **SLT and/or pastoral staff**.

Further reasonable enquiries will be undertaken according to the pupil's individual circumstances, vulnerability and any known safeguarding concerns.

This may include:

- further attempts to contact parents/carers and emergency contacts;
- liaison with other relevant staff or services;
- a home visit;
- contact with Children's Social Care where appropriate;
- liaison with the Local Authority; and/or
- contact with the police where there is an immediate or significant concern about the pupil's welfare.

The response will be determined by the individual circumstances and level of concern. Action will not be delayed where there is a safeguarding concern.



4. Ongoing or repeated absence

SLT and pastoral staff will:

- monitor the pupil's attendance and identify patterns or emerging concerns;
- work with the pupil and family to understand barriers to attendance;
- agree appropriate support and intervention;
- involve the SENCo, DSL, Early Help or other relevant services where appropriate;
- undertake home visits where appropriate;
- monitor the impact of support; and
- work with the Federation's named Local Authority Attendance Lead where additional advice, support, challenge or formal intervention is required.

Safeguarding concerns will always be responded to in accordance with the Federation's Child Protection and Safeguarding Policy.

APPENDIX 2: ATTENDANCE CODES

The Federation will use the statutory attendance and absence codes set out in the School Attendance (Pupil Registration) (England) Regulations 2024 and current Department for Education guidance.

Attending the School

Code Definition

/	Present at the school – morning session
\	Present at the school – afternoon session
L	Late arrival before the register is closed

Attending a Place Other Than the School**Code Definition**

B	Attending any other approved educational activity
D	Dual registered at another school
K	Attending education provision arranged by the Local Authority
P	Participating in a sporting activity
V	Educational visit or trip
W	Work experience

Authorised Absence**Code Definition**

C	Leave of absence for exceptional circumstances
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad
C2	Leave of absence for a compulsory school-age pupil subject to a part-time timetable
E	Suspended or permanently excluded and no alternative provision made
I	Illness
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
M	Leave of absence for a medical or dental appointment
R	Religious observance
S	Leave of absence for studying for a public examination
T	Parent travelling for occupational purposes

Unauthorised Absence**Code Definition**

G	Holiday not granted by the school
N	Reason for absence not yet established
O	Absent in other or unknown circumstances
U	Arrived in school after registration closed

Unable to Attend Due to Exceptional Circumstances**Code Definition**

Q	Unable to attend because of a lack of access arrangements
Y1	Unable to attend due to transport normally provided not being available

Code	Definition
Y2	Unable to attend due to widespread disruption to travel
Y3	Unable to attend due to part of the school premises being closed
Y4	Unable to attend due to the whole school site being unexpectedly closed
Y5	Unable to attend as the pupil is in criminal justice detention
Y6	Unable to attend in accordance with public health guidance or law
Y7	Unable to attend because of any other unavoidable cause

Not a Possible Attendance

Code	Definition
X	Non-compulsory school-age pupil not required to attend school
Z	Prospective pupil not on the admission register
#	Planned whole-school closure

Notes : Code **N** is a temporary code. Schools must take reasonable steps to establish the reason for absence and amend the register to the appropriate code once the reason is established. Where the reason cannot be established within the required period, the appropriate statutory absence code will be used.