Attendance & Absence Policy

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Statement of Intent

Extol Trust believes that in order to facilitate teaching and learning, good attendance is essential. Pupils cannot achieve their full potential if they do not regularly attend school.

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

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

We are committed to:

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

Each school will have a named attendance officer who can be contacted by telephone, email or appointment, made via the main reception. (*Ref*: Appendix 1) Staff, parents and pupils will be expected to contact the attendance officer for queries or concerns about attendance.

1. Legal Framework

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

- Education Act 1996
- Equality Act 2010
- The Education (Pupil Registration) (England) Regulations 2006 (As amended)
- The Children (Performances and Activities) (England) Regulations 2014
- Children and Young Persons Act 1963
- DfE (2024) 'Working together to improve school attendance'
- DfE (2024) 'Keeping children safe in education (KCSiE) 2024'
- DfE (2024) 'Children missing education'
- DfE (2024) 'Providing remote education'
- DfE (2016) 'Summary table of responsibilities for school attendance'

This policy operates in conjunction with the following school policies:

- Safeguarding and Child Protection Policy
- Complaints Policy
- Behaviour Policy
- SEND Policy
- Managing Pupils with Medical Conditions Policy
- Social, Emotional and Mental Health (SEMH) Policy
- Children Missing Education Policy

2. Roles and Responsibilities

The Trustees have overall responsibility for:

- Recognising the importance of school attendance and promoting it across the Trust's ethos and policies.
- Ensuring school leaders fulfil expectations and statutory duties.
- Regularly reviewing attendance data, discussing and challenging trends, and helping school leaders focus improvements on the individual pupils or cohorts who need it most,
- Working with school leaders in schools who are struggling with their attendance to develop a comprehensive attendance action plan to improve attendance.
- Providing regular opportunities to bring together staff from different schools to learn from each other's attendance expertise and share effective interventions.
- Ensuring school staff receive adequate training on attendance.

- Ensuring that this policy, as written, does not discriminate on any grounds, including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.

The local governing body has overall responsibility for:

- Monitoring the implementation of this policy and all relevant procedures across the school.
- Promoting the importance of good attendance.
- Ensuring all relevant staff receive training on attendance that is appropriate to their role.
- Working with the Senior Leadership Team (SLT) to set goals for attendance and providing support and challenge around delivery against those goals.
- Regularly reviewing attendance data.
- Sharing effective practice on attendance management and improvement across schools.
- Handling complaints regarding this policy as outlined in the Trust's Complaints Policy.
- Having regard to 'Keeping children safe in education' when making arrangements to safeguard and promote the welfare of children.
- Ensuring there is a Children Missing Education Policy in place and that this is regularly reviewed and updated.
- Ensuring school staff receive adequate training on attendance.

The headteacher is responsible for:

- Ensuring all schools have a dedicated senior attendance champion with overall responsibility for championing and improving attendance (this may be the headteacher)
- Developing and maintaining a school culture that promotes the benefits of good attendance.
- The day-to-day implementation and management of this policy and all relevant procedures across the school.
- Monitoring the impact of implemented attendance strategies.
- Appointing an attendance officer.
- Ensuring all parents are aware of the school's attendance expectations and procedures.
- Ensuring that every pupil has access to full-time education and will act as early as possible to address patterns of absence.

The dedicated senior attendance champion 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

The attendance officer * is responsible for:

- The overall strategic approach to attendance in school.
- Developing a clear vision for improving attendance.
- Monitoring attendance and the impact of interventions.
- Analysing attendance data and identifying areas of intervention and improvement.
- Benchmarking their attendance data (at whole school, year group and cohort level) against local, regional, and national levels to identify areas of focus for improvement.
- Reporting to Trustees and local governing body with regard to pupil attendance and wellbeing.
- Devising strategies and implementing interventions to overcome poor attendance
- Making timely and regular communications with pupils and parents with regard to attendance. Discussing emerging attendance patterns early.
- Following up on incidents of persistent poor attendance.
- Informing the Local Authority (LA) of any pupil being deleted from the admission and attendance registers.

* For the purpose of this policy attendance officer refers to all staff nominated to have oversight, monitor and intervene on all matters relating to attendance. (*Ref*: Appendix 1)

Staff are responsible for:

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

Pupils are responsible for:

- Attending school every day, on time.
- Attending lessons and any agreed activities when at school.
- Following any support provided by the school to improve attendance

Parents are responsible for:

- Providing accurate and up-to-date contact details.
- Where reasonably possible, providing the school with more than one emergency contact number. This will give the school additional options to make contact with a responsible adult.
- Updating the school if their details change.
- The attendance of their children at school.
- Promoting good attendance with their children.
- Proactively engaging with any attendance support offered by the school and the LA.
- Notifying the school as soon as possible when their child has to be unexpectedly absent.
- Requesting leave of absence only in exceptional circumstances, and in advance.
- Booking any medical appointments around school where possible.
- Following any family-based support implemented by the school to improve attendance.

Parental guidance regarding school attendance and absence can be found at www.gov.uk/school-attendance-absence

The role of the Local Authority Attendance Team

The Attendance Teams discharges the local authority statutory duties in relation to School Attendance:

All Local Authorities are expected to:

- Rigorously track local attendance data to devise a strategic approach to attendance that prioritises the pupils, pupil cohorts and schools on which to provide support and focus its efforts on to unblock area wide barriers to attendance.
- Have a School Attendance Support Team which provides the following core functions free of charge to all schools:
    - Communication and advice: regularly bring schools together to communicate messages, provide advice and share best practice between schools and trusts within the area.
    - Targeting Support Meetings: hold termly conversations with schools, using their attendance data to identify pupils and cohorts at risk of poor attendance and agree targeted actions and access to services for those pupils.
    - Multi-disciplinary support for families: provide access to early help support workers to work intensively with families to provide practical whole-family support where needed to tackle the causes of absenteeism and unblock the barriers to attendance.

- Legal intervention: take forward attendance legal intervention (using the full range of parental responsibility measures) where voluntary support has not been successful or engaged with.
- Monitor and improve the attendance of children with a social worker through their Virtual School.

3. Definitions

The following definitions apply for the purposes of this policy:

Absence:

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

Authorised absence:

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

Unauthorised absence:

> Parents keeping children off school unnecessarily or without reason
>
> Truancy before or during the school day
>
> Absences which have never been properly explained
>
> Arrival at school after the register has closed
>
> Absence due to shopping, looking after other children or birthdays
>
> Absence due to day trips and holidays in term-time which have not been agreed
>
> Leaving school for no reason during the day

Parent

> For the purpose of this guidance, a parent means:
>
> - all natural parents, whether they are married or not

- any person who, although they are not a natural parent, has parental responsibility (as defined in the Children Act 1989) for a child or young person; and,
- any person who, although not a natural parent, has care of a child or young person with whom the child lives and who looks after the child, irrespective of their relationship with the child

Persistent absence (PA):

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

Missing education

Not registered at a school and not receiving suitable education in a setting other than a school

Severe absence:

Missing 50% or more of school

4. Attendance Expectations

Extol Trust has high expectations for pupils' attendance and punctuality, and ensures that these expectations are communicated regularly to parents and pupils in each individual school. Pupils will be expected to attend school punctually every day they are required to be at school, for the full day. Pupils will be encouraged to communicate any concerns related to attendance and absence as soon as possible to the relevant member of staff.

The School Day

Once morning register has been taken any pupil arriving after this time and before close of register will receive a late mark. Registers will close 15 minutes after registration. Pupils who arrive once the register has closed will be marked absent. The reason for the lateness will determine whether or not the absence is authorised or unauthorised. In recognition of local circumstances (such as bad weather or occasional public transport issues), we may keep registers open for a reasonable period of time. Particular attention will be given to patterns of late arrival. Pupils who arrive persistently late will be referred to the attendance officer who will arrange a meeting with parents to discuss further.

5. Absence Procedures

Parents may find the guidance available at www.nhs.uk/live-well/is-my-child-too-ill-for-school/ useful when deciding whether or not to keep their child off school.

Parents will be required to contact the school office on the first day of their child's absence – they will be expected to provide an explanation for the absence and an estimation of how long the absence will last, e.g. one school day.

Where a pupil is absent, and their parent has not contacted the school by 9.00am to report the absence, an inclusion officer will contact the parent (by telephone call or home visit) as soon as is practicable on the first day that they do not attend school.

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

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

Where a pupil is absent for more than three school days in a row, or more than 10 school days in one term, the pupil's parent will be expected to provide a signed letter with an explanation for the absence(s).

Each school will not request medical evidence in most circumstances where a pupil is absent due to illness; however, the school reserves the right to request supporting evidence where there is genuine and reasonable doubt about the authenticity of the illness.

In the case of persistent absence, arrangements will be made for parents to speak to the attendance officer. The school will inform the LA, on a termly basis, of the details of pupils who fail to attend regularly, or who have missed 10 school days or more without authorisation.

If a pupil's attendance drops below 90% a formal meeting will be arranged with the pupil's parent.

6. Children Missing Education

Where a pupil has not returned to school for 10 days after an authorised absence, or is absent from school without authorisation for 20 consecutive school days, the school will remove the pupil from the admissions register if the school and the LA have failed to establish the whereabouts of the pupil after making reasonable enquiries, to establish the whereabouts of the child.

This only applies if the school does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or unavoidable cause.

Further information on how LA perform their statutory duties with regard to children missing education can be found on individual local authority websites and by following the link below:

Children missing education - GOV.UK (www.gov.uk)

7. Attendance Register

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

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

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

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

\# = planned whole school closure

/ = Present in the morning

\ = Present in the afternoon

L = Late arrival before the register has closed

C = Leave of absence granted by the school for exceptional circumstances

S = Study leave

C1 = Leave of absence for participating in a regulated performance or employment abroad

C2 = Leave of absence for part-time pupils

E = Suspended or permanently excluded but no alternative provision made

J1 = Leave of absence for job or education interviews

I = Illness

M = Medical or dental appointments

K = Attending provision arranged by the LA

R = Religious observance

B = Off-site education activity

G = Unauthorised holiday

O = Unauthorised absence

U = Arrived after registration closed

N = Reason not yet provided

X = Not required to be in school

T = Traveller absence

Q = Absent due to a lack of access arrangements or due to the pupil having to attend a school that does not qualify for travel arrangements and is more than walking distance from where they live.

V = Educational visit or trip

P = Participating in a supervised sporting activity, with supervision being physically provided by an appropriately trained and knowledgeable person

D = Dual registered – at another educational establishment

W = Attending work experience

Y1 = Absent due to their regular transport not being available

Y2 = Absent due to travel disruption

Y3 = Absent due to part of the school premises being closed

Y4 = Absent due to the school site being closed

Y5 = Absent due to being in criminal justice detention

Y6 = Absent due to public health guidance or law, despite the pupil being well enough to attend

Y7 = Absent due to any other unavoidable cause, the nature of which must be documented by the school.

Z = Pupil not on admission register

When the school has planned in advance to be fully or partially closed, the code '#' will be used for the relevant pupils who are absent. This code will also be used to record year groups who are not due to attend because the school has set different term dates for different years, e.g. induction days.

Where there is more than one afternoon session, and therefore the attendance register is taken more than once in the same afternoon, the school will use the codes from the last afternoon session as the basis for its statistical attendance data.

Pupils who are absent from school but are receiving remote education for any reason will be marked as absent in the register.

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

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

8. Authorising parental absence requests

Schools are required to provide education for their pupils for 190 days a year. Parents/carers are required under the Education Act 1996 to ensure their child attends school regularly. Extol Trust believes that excellent attendance at school is vital for all pupils to ensure they reach their full potential both academically and socially.

Parents will be required to request certain types of absence in advance. All requests for absence will be handled by the headteacher – the decision to grant or refuse the request will be at the sole discretion of the headteacher, taking the best interests of the pupil and the impact on the pupil's education into account. The headteacher's decision is not subject to appeal; however, the school will be sympathetic to requests for absence by parents, and will not deny any request without good reason.

Leave of absence

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.

If parents/carers feel that exceptional circumstances apply then they should complete a Leave of Absence form and must state in full their reasons for the absence, why they feel it is essential that it takes place during term time and if appropriate accompanied by evidence.

In order to have requests for a leave of absence considered, the school will expect parents/carers to contact the headteacher in writing prior to the proposed start date of the leave of absence, providing the reason for the proposed absence and the dates during which the absence would be expected to occur. (*Ref*: Appendix 3: Leave of Absence Request Form)

Exceptional circumstances have been determined as:

- Compassionate grounds in the case of the terminal illness of a close member of the family or the death of a close family member
- Recommendation by a health professional on medical or emotional grounds
- Pupils with parents in the Armed Forces, Police and Fire Service with fixed annual leave
- Any other exceptional circumstance arising, at the Headteacher's discretion

Any requests for leave during term time will be considered on an individual basis and the pupil's previous attendance record will be taken into account. Where the absence is granted, the headteacher will determine the length of time that the pupil can be away from school. The school is not likely to grant leaves of absence for the purposes of family holidays.

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

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

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

Procedure for requesting leave of absence

1. Submit a request for leave as soon as it is anticipated and, where possible, at least two weeks prior to the anticipated start of the absence. (*Ref*: Appendix 3)
2. Completed form processed by the attendance officer and headteacher. Parents may be invited into school to discuss request further.
3. Parents notified in writing of the outcome. Any absence which is not agreed will be marked unauthorised.

Illness and healthcare appointments

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

Where a pupil is present for registration but then has to attend an appointment, the school need take no action beyond the staff in school recording the pupil is not on site. This is for the purpose of emergency evacuation as the pupil, although registered, is not physically present. Similarly, schools must note the presence of a pupil (again for emergency evacuation) who was not there when the register was being taken but returns later from an appointment.

Performances and activities, including paid work

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

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

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

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

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

Religious observance

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

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

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

Gypsy, Roma and Traveller absence

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

9. SEND and health-related absences

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

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

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

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

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

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

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

- Holding termly meetings to evaluate any implemented reasonable adjustments.
- Incorporating a pastoral support plan.
- Carrying out strengths and difficulties questionnaire.
- Identifying pupils' unmet needs through the Common Assessment Framework.
- Using an internal or external specialist.
- Enabling a pupil to have a reduced timetable.
- Ensuring a pupil can have somewhere quiet to spend lunch and break times.
- Implementing a system whereby pupils can request to leave a classroom if they feel they need time out.
- Temporary late starts or early finishes.
- Phased returns to school where there has been a long absence.
- Small group work or on-to-one lessons.
- Tailored support to meet their individual needs.

In all cases, schools across the Trust will be sensitive to the needs of pupils and parents. Through talking to pupils and parents they will understand how they feel and what they think would help to improve their attendance, developing individual approaches that meet individual pupil's specific needs.

10. Leave during lunch times

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

Parents will submit a written request, outlining the reasons for their child to leave the premises during lunch time – this request will be submitted to the headteacher. The headteacher will consider the request and will invite the parent into the school for a discussion regarding any concerns, as well as the timely return of their child at the end of lunch time and their child's behaviour when not on the school premises. The headteacher reserves the right to grant or refuse a request and will inform the parent in writing of their decision within one week of the request.

Where permission has been granted, the headteacher will ensure a photo lunchtime pass is printed for the pupil and will include the pupil's name on the off-site register.

Pupils will leave the school premises within 10 minutes of the start of lunch and will return no later than 5 minutes before the end of lunch.

Parents will be required to meet their child at the main reception when taking them off the premises – the pupil will be signed out and back in using the lunch time register at the main reception. A member of staff will be available at the main reception before the pupil leaves the premises and upon their return to sign them back in. No pupil will leave the premises before the member of staff at the main reception has given their permission.

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

Permission will be updated on a termly basis – letters will be sent to parents at the beginning of each term to confirm whether they would like their request to continue.

11. Truancy

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

All staff will be actively engaged in supporting the regular attendance of pupils, and understand the importance of continuity in each pupil's learning.

All pupils are expected to be in their classes for the start of both the morning and afternoon sessions, where the teacher will record the attendance electronically. Any pupil with permission to leave the school during the day must sign out at the main reception and sign back in again on their return.

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

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

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

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

12. Missing Children

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

- The member of staff who has noticed the missing pupil will inform the headteacher immediately.
- The main reception will also be informed as they will act as a point of contact for receiving information regarding the search.
- A member of staff will stay with the rest of the class, and all other available members of staff will conduct a thorough search of the school premises as directed by the headteacher.
- The following areas will be systematically searched:
  - All classrooms
  - All toilets
  - Changing rooms
  - The library and shared spaces
  - Any outbuildings
  - The school grounds
- Available staff will begin a search of the area immediately outside of the school premises, and will take a mobile phone with them so they can be contacted.
- If the pupil has not been found after 10 minutes, then the parents of the pupil will be notified.
- The school will attempt to contact parents using the emergency contact numbers provided.
- If the parents have had no contact from the pupil, and the emergency contacts list has been exhausted, the police will be contacted.
- The missing pupil's teacher will record the event on CPOMS, describing all circumstances leading up to the pupil going missing and details of all actions taken.
- If the missing pupil has an allocated social worker, is a cared for child, or has any SEND, then the appropriate personnel will be informed.
- When the pupil has been located, members of staff will care for and talk to the pupil to ensure they are safe and well.
- Parents and any other agencies will be informed immediately when the pupil has been located.

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

The headteacher will carry out a full investigation and will draw a conclusion as to how the incident occurred. A written report will be produced, and policies and procedures will be reviewed in accordance with the outcome where necessary.

13. Attendance Intervention

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

- Establish a range of evidence-based interventions to address barriers to attendance.
- Monitor the implementation and quality of escalation procedures and seek robust evidence of the escalation procedures that work.
- Attend or lead attendance reviews in line with escalation procedures.
- Establish robust escalation procedures which will be initiated before absence becomes a problem by:
    - Sending letters to parents.
    - Having a weekly review.
    - Engaging with LA attendance teams.
    - Using fixed penalty notices.
    - Creating attendance clinics.

The school will use attendance data, in line with the 'Monitoring and analysing absence' section of this policy, to develop specific strategies to improve attendance where patterns of absence are emerging. These strategies will be developed on a case-by-case basis, and will consider the particular needs of the pupils whom the intervention is designed to target.

All school within the Trust will visibly demonstrate the benefits of good attendance throughout school life, through displays, assemblies and in class. Where used sensitively and without discrimination, this may also include praising and rewarding improvements in attendance at year group, class/form and individual level. Each school will develop strategies for ensuring that pupils with health needs or home circumstances that result in additional absences are not unfairly excluded from attendance rewards, e.g. by setting individualised targets.

14. Working with parents to improve attendance

The school will work to cultivate strong, respectful relationships with parents and families to ensure their trust and engagement. Open and honest communication will be maintained with pupils and their families about the expectations of school life, attendance and performance so that they understand what to expect and what is expected of them. (*Ref*: Appendix 2: Example communications to parents) The school will liaise with other agencies working with pupils and their families to support attendance, e.g. social services.

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

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

their child's levels of attendance, absence and punctuality, and will ensure that parents are aware of the benefits that regular attendance at school can have for their child educationally, socially and developmentally. Parents will be made aware of the category their child's attendance falls into.

Green	96% or above
Amber	90% - 95.9%
Red	Below 90%

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

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

15. Persistent Absence (PA) and Severe Absence (SA)

Where absence escalates and pupils miss 10% or more of school (equivalent to one day or more a fortnight across a full school year), additional targeted support will be put in place to remove any barriers to attendance and re-engage these pupils. Reasons for absence will be sensitively considered and an understanding of school as a place of safety and support for pupils who may be facing difficulties.

Patterns of both persistent and severe absence will be a focus of regular attendance data monitoring. Pupils and cohorts will be identified who need targeted attendance support as quickly as possible.

There are various groups of pupils who may be vulnerable to high absence and PA, such as:

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

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

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

Where a pupil at risk of PA is also at increased risk of harm, the school will work in conjunction with all relevant authorities, e.g. social services, to support the pupil in line with the school's duty of care and raise any concerns in this regard in line with the Safeguarding and Child Protection Policy.

Particular focus should be given by all partners to pupils who are absent from school more than they are present i.e. those missing 50% or more of school. These severely absent pupils may find it more difficult to be in school or face bigger barriers to their regular attendance and as such are likely to need more intensive support across a range of partners. School will work together with all other partners to make this group of pupils a top priority for support – this may include specific support with attendance or a whole family plan, but it may also include consideration for an education, health and care plan or an alternative form of educational provision where necessary to overcome the barriers to being in school.

If all avenues of support have been facilitated by schools, local authorities, and other partners, and the appropriate educational support or placements (e.g. an education, health and care plan) have been provided but severe absence for unauthorised reasons continues, it is likely to constitute neglect. Schools within the Trust will be especially conscious of any potential safeguarding issues in these cases and where these remain, conduct a full children's social care assessment. (Ref: Keeping Children Safe in Education)

16. Penalty notices and legal intervention

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

- Holding a formal meeting with parents and the school's point of contact within the School Attendance Support Team.

- Working with the LA to put a parenting contract or an education supervision order in place.
- Engaging children's social care where there are safeguarding concerns.

Where the above measures are not effective, the headteacher will issue a notice to improve as a final opportunity for parents to engage in support and improve attendance before a penalty notice is considered.

Where a pupil reaches the national threshold of 10 sessions of unauthorised absence in a rolling period of 10 school weeks, the school will consider whether a penalty notice is appropriate. Each case will be considered individually to determine whether a penalty notice or another tool or legal intervention should be used to improve attendance.

A fixed penalty notice will be issued in line with the LA's code of conduct and the DfE's 'Working together to improve school attendance' guidance.

Penalty notices for unauthorised absences will be charged at £160, reduced to £80 if paid within 21 days.

A penalty notice of £120 may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification during the first five days of a fixed period or permanent exclusion. This will be reduced to £60 if paid within 21 days.

Parents will only get up to two fines for the same child in a three-year period. Once this limit has been reached, other action such as a parenting order or prosecution will be considered.

Where attendance still does not improve following a fixed penalty notice, the school will work with the LA to take forward attendance prosecution as a last resort.

Parents who are prosecuted and attend court because their child has not been attending school may be fined up to £2,500.

Education Supervision Orders (ESOs)

Where interventions have not been successful, an ESO can be an alternative to provide formal legal intervention without criminal prosecution. ESOs are made through the Family or High Court and give the LA a formal role in supporting the pupil and parents to improve their attendance. LAs will issue parents with a notice of the intention to consider an ESO, set up a meeting to discuss with the parent and pupil, and decide whether the case will be taken forward.

Once an SEO is secured, a supervisor from the local authority will decide any actions or requirements. These may include:

- Requiring the parents to attend support meetings.

- Requiring the parents to attend a parenting programme.

- Requiring the parents to access support services.

- Requiring an assessment by an educational psychologist.

- Review meetings involving all parties to be help every 3 months.

Failing to comply with an SEO will result in a fine and decisions will be made about whether further action is required.

> The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at a school or by education otherwise than at a school. 11. Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school.

> (*Working Together to Improve School Attendance August 2024*)

17. Monitoring and analysing absence

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

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

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

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

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

- Barriers to attendance.

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

The attendance officer will provide termly reports to Trustees and the local governing body which will allow them to regularly review attendance data, including examination of recent and historic trends, and will support the SLT in setting goals and prioritising areas of focus for attendance support based on this data. (*Ref*: Appendices 3 & 4)

The school will also benchmark its attendance data against local-, regional- and national-level data to identify areas of success and areas for improvement, and will share practice which has been shown to be effective with other schools.

The trustees will ensure staff from different schools within the trust regularly share expertise and collaborate on interventions.

18. Training of staff

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

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

Training will cover at least the following:

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

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

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

19. Deletion of names from the admission register

The school will ensure that it only deletes names from the admission register for a reason set out in regulation 9 of the School Attendance Regulations. A pupil's name will never be removed for any other reason and the school is aware that doing so could constitute off-rolling.

The school will make returns to the LA when pupils' names are deleted from the admission register. This will be with the exception of pupils whose name has been deleted from the register at or after the end of the last term of the school year when they are in the most senior year group, unless the LA has requested this information.

When the school is notifying the LA that a pupil's name is being deleted from the admission register, the following information about the pupil will be provided:

- Full name
- Address
- The full name and address of any parent the pupil normally lives with
- At least one telephone number by which any parent the pupil normally lives with can be contacted in an emergency
- If applicable, the pupil's future address, the full name and address of the parent who the pupil is going to live with and the date the pupil will start living there
- If applicable, the name of the pupil's other school and when the pupil began or will begin to attend the school
- The reason under which the pupil's name has been deleted from the admission register

Names will never be retrospectively deleted from the admission or attendance register – these registers will remain an accurate record of who is a registered pupil and their attendance at any given time. Pupils' attendance will be recorded up until the date that their name is deleted from the admission register.

20. Monitoring and Review

Attendance and punctuality will be monitored throughout the year.

The local governing body in each school will set an attendance target. Full details of the school's absence levels can be found on the school website.

This policy will be reviewed annually by the Trust or in response to a change in legislation.

The next scheduled review date for this policy is September 2025.

Any changes made to this policy will be communicated to all relevant stakeholder

***Appendix 1*: Attendance officer contact details**

	Clavering Primary School Senior Attendance Champion – Jon Hall Telephone: 01429 422088
	Eldon Grove Academy Social Inclusion Manager – Diane Carr diane.carr@eldongroveacademy.co.uk Attendance & Inclusion Assistant – Chris Reay ELCReay@eldongroveacademy.co.uk Senior Attendance Champion – Sharon Stephenson Telephone: 01429 273895
	New Silksworth Academy Social Inclusion Worker – Nicola Potts nicola.potts@newsilksworthacademy.co.uk Senior Attendance Champion – Emma Robins Telephone: 0191 5000 015
	Rossmere Academy Attendance & Safeguarding Lead – Rachel Jukes rmrachel.jukes@rossmereschool.org.uk Senior Attendance Champion – Deborah Anderson Telephone: 01429 274608
	Springwell School Family Support Worker – Louise Dixon louise.dixon@springwellschool.co.uk Senior Attendance Champion – Caroline Derbyshire Telephone: 01429 280600
	Thorntree Academy Parent Support Advisor – Kath Allen trkath.allan@thorntreeacademy.org.uk Senior Attendance Champion – Mike Foster Telephone: 01642 242309

***Appendix 2*: Example letters and emails to parents about school attendance**

To be copied onto school letterhead

Dear Parent/Carer of Pupil Name

We need your help, please.

Pupil Name has been absent for number days of school, which is equal to number lessons missed so far this school year.

We know that sometimes our pupils cannot come to school because they are really unwell - and that's the right thing to do for them and other children. Medical advice is clear however that children with mild illness will often be well enough to attend - for example if they have a cough, or cold, without a temperature. The NHS guidance Is my child too ill for school? - NHS (www.nhs.uk) is designed to support parents in their decision making about mild illness.

We also know that pupils fall behind their friends and classmates when they miss school. At Academy we want the amount of missed education to be reduced as much as possible. We believe that our community is stronger together, with all of our pupils in school, on time, every day. We are building life skills, life-long friendships and preparing your child for future success.

We also know that you can have a significant effect on Pupil Name absences this academic year and we would really appreciate your help and support ensuring that Pupil Name comes to school every day so that they can get the best possible outcomes. We want to work with you to achieve this – please call or come in and meet Pupil Name's class teacher or Attendance Lead Name if there is anything we can do to support you or your child. We appreciate that every family's situation is unique.

We will be in touch again to request a meeting with you if we have ongoing concerns about your child's attendance.

Kind regards

Attendance Lead / Deputy Headteacher / Headteacher

Attendance Guide for Parents / Newsletter content to showcase attendance expectations

What YOU must do:

Try to telephone the school before 8.30am each day of your child's absence.

Tell the school in advance, of any medical appointments and bring in appointment cards/letters.

If you are not sure whether your child is well enough to attend school, send them in anyway as they often perk up on arrival.

Have a backup plan for if your child misses transport, call on a family member, neighbour or friend.

If you and your child are experiencing difficulties with school attendance then talk to us as a first step so we can help!

What WE will do:

Check your child's attendance every day.

Phone home to discuss your child's attendance with you.

Invite you into school for attendance meetings if we are concerned.

If we cannot establish a reason for absence, then we may make a welfare home visit.

Absence due to lateness

To be copied onto school letterhead

Dear Parent/Carer of Pupil Name

We have noticed that Pupil Name is often absent in the mornings.

We know that mornings can be difficult for some pupils, and we are keen to help to improve Pupil Name's attendance.

We would love to talk to you to discuss avenues for support to help Pupil Name attend school well. Please contact insert staff member name and contact information to make an appointment or arrange a phone call.

Kind regards

Attendance Lead / Deputy Headteacher / Headteacher

Appendix 3: Leave of Absence Request Form (exceptional circumstances only)

Leave of Absence Request Form (exceptional circumstances only)   (Please complete one/family)

The 2013 amendments to the 2006 regulations make it clear that Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances and that Head Teachers should determine the number of school days a child can be away from school if the leave is granted. Requests must be made in advance.

Details of Child(ren)	DOB	Class

Parent/Carer Details (must be the parent/carer the child(ren) normally resides with)	Surname	First Name	
Address of Child(ren)			
Postcode		Telephone No.	

I request permission for my child to be absent from school between:

First Day Absence:		Last Day Absence:	
Date Returning to School:		Total Number of Days Requested:	

The reason for requesting a leave of absence: (Please explain fully the exceptional circumstances that you would like the headteacher to consider, continue on a separate sheet if necessary)

Has evidence been provided of exceptional circumstances/other circumstances	Yes / No
Would your child(ren) miss any national tests or examinations?	Yes / No
Is your child(ren)'s attendance already below 90% or previously had an individual agreed target?	Yes / No
Would your child(ren) be absent for more than ten school days?	Yes / No
Has your child(ren) already had leave during term-time this school year? (if so please also give dates and number of school days leave)	Yes /No
Do you feel your child(ren)'s attainment would be affected by missing time in school	Yes / No

SEPARATED FAMILIES SECTION

(Please complete if the custody of your child(ren) is shared)

I have informed my child's mother/father of this leave of absence request.	Yes / No
I understand that my child's mother/father will be informed by school of this leave of absence request and the outcome.	Yes / No
I understand that any family disputes relating to leave of absence requests is a legal matter, and not a school-based issue.	Yes / No

Declaration

I have read and understood the information in the Attendance and Absence Policy regarding leave of absence during term time, unauthorised absence and Penalty Notices. I am aware of the possible consequences should my child take leave of absence without the prior authorisation of the Headteacher

Parent / Carer Name: …………………………………………….

Parent / Carer Signature: ……………………………………. Date: …………………………………

Please contact school if you wish to discuss this further with the Senior Attendance Lead / School Attendance Officer

For Office Use Only

Date Received:	Checked:
Authorised: Yes / No	Notified:

SCHOOL SECTION (To be completed by school staff)

Previous leave of absence / leave of absence relating to holiday requests in term-time	Approved _____ school days	Not Approved _____ school days
Number of previous applications granted		
Current Attendance (%)		Previous Years Attendance (%)
Class Teacher's comments: (regarding attainment level and impact this time absent if approved)		
Head Teacher's Approval	Yes / No	

Parents Informed (both if separated) Yes / No	Telephone	
	Letter	
	Meeting in School	

If unauthorised: Attendance in 39 weeks prior to leave of absence request (taken from last day in school before leave of absence starts)	☐	Above 90%. School to monitor attendance
	☐	Under 90%. Refer to LA School Attendance Officer for Penalty Notice to be issued.

LOGO

Green comments to be deleted and / or amended
Autumn Term Attendance and Wellbeing Report 2024/25

Overall Attendance – %
↑ ↓ ↔ from previous term
↑ ↓ ↔ since September

Report taken from Benchmark
Mainstream Schools

Special School

	Year R	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Whole School*
Number on Roll								
All								
Boys								
Girls								
FSM (Ever 6)								
Not FSM (Ever 6)								
PP								
Not PP								
SEN (K)								
SEN (E)								
SEN (N)								
Number of pupils (100%)								
Percentage of Pupils (100%)								
Number of pupils (Green)								
Percentage of pupils (Green)								
Number of pupils (Amber)								
Percentage of pupils (Amber)								
Number of Pupils (Red)								
Percentage of Pupils (Red)								

*Whole School Excludes Nursery

	Whole School
All Pupils	96
Boys	67
Girls	29
FSM	51
Non FSM	45
SEND N	0
SEND K	5
SEND E	91
LAC	7
Non LAC	89
Disadvantaged	53
Other	43

Persistent Absence

Reference: Benchmark Report Term / Date

Attendance by Group				
Year	%	Analysis	Impact	Specific Actions / Next Steps
Rec		•	↑ ↓ ↔ from previous term ↑ ↓ ↔ since September Weekly data analysis shows -	
Y1			↑ ↓ ↔ from previous term ↑ ↓ ↔ since September Weekly data analysis shows -	
Y2			↑ ↓ ↔ from previous term ↑ ↓ ↔ since September Weekly data analysis shows -	
Y3			↑ ↓ ↔ from previous term ↑ ↓ ↔ since September Weekly data analysis shows -	
Y4			↑ ↓ ↔ from previous term ↑ ↓ ↔ since September Weekly data analysis shows -	
Y5			↑ ↓ ↔ from previous term ↑ ↓ ↔ since September Weekly data analysis shows -	
Y6			↑ ↓ ↔ from previous term ↑ ↓ ↔ since September Weekly data analysis shows -	
Generic Actions / Next Steps				

Attendance by Group				
Group	%	Analysis	Impact	Specific Actions / Next Steps
Lions			↑ ↓ ↔ from previous term ↑ ↓ ↔ since September Weekly data analysis shows -	
Lion Cubs			↑ ↓ ↔ from previous term ↑ ↓ ↔ since September Weekly data analysis shows -	
Pangolins			↑ ↓ ↔ from previous term ↑ ↓ ↔ since September Weekly data analysis shows -	
Zebras			↑ ↓ ↔ from previous term ↑ ↓ ↔ since September Weekly data analysis shows -	
Anacondas			↑ ↓ ↔ from previous term ↑ ↓ ↔ since September Weekly data analysis shows -	
Toucans			↑ ↓ ↔ from previous term ↑ ↓ ↔ since September Weekly data analysis shows -	
Jaguars			↑ ↓ ↔ from previous term ↑ ↓ ↔ since September Weekly data analysis shows -	
Caimans			↑ ↓ ↔ from previous term ↑ ↓ ↔ since September Weekly data analysis shows -	
Dragons			↑ ↓ ↔ from previous term ↑ ↓ ↔ since September Weekly data analysis shows -	
Pandas			↑ ↓ ↔ from previous term ↑ ↓ ↔ since September Weekly data analysis shows -	
Elephants			↑ ↓ ↔ from previous term ↑ ↓ ↔ since September Weekly data analysis shows -	
Sharks (inc. SEMH ARP)			↑ ↓ ↔ from previous term ↑ ↓ ↔ since September Weekly data analysis shows -	
Generic Actions / Next Steps				

Persistent Absence

Year	No. of children	Actions	Impact	Next Steps
Rec		•		
Y1				
Y2				
Y3				
Y4				
Y5				
Y6				
Total				

Persistent Absence

Group	No. of children	Actions	Impact	Next Steps
Lions		•		
Lion Cubs				
Pangolins				
Zebras				
Lions				
Anacondas				
Toucans				
Jaguars				

Caimans				
Dragons				
Pandas				
Elephants				
Sharks (inc. SEMH ARP)				
Total				

Comment on rate of PA since the last report – has there been an increase / decrease, how does the rate of PA compare to national (mainstream and special schools), are there any significant points to note

Attendance of Vulnerable Groups (Delete rows as appropriate)				
Group	%	Actions	Impact	Next Steps
Pupil Premium		•		
Not Pupil Premium				
SEN Support (K)				
SEN EHCP (E)				
No SEN (N)				
Cared for Children				
Previously Cared for Children				
Not Cared for Children				

Punctuality

Registers close at XXX am (morning session) and XXX pm (afternoon session) after which time a child will be marked absent.

Year	No. of children	Actions	Impact	Next Steps
Rec		•		
Y1				
Y2				
Y3				
Y4				
Y5				
Y6				
Total				

Monitoring Plans Mainstream Schools

Group	Attendance Monitoring Plans				Punctuality Monitoring
	4 WK	6 WK	ACCs	Court Proceedings	
Rec					
Y1					
Y2					
Y3					
Y4					
Y5					
Y6					

Delete table as necessary

Leave of Absence Requests

Group	Leave of Absence requests	Leave of Absence requests approved	Sessions missed
Rec			
Y1			
Y2			
Y3			

Y4			
Y5			
Y6			
Total			

Leave of Absence Requests			
Group	Leave of Absence requests	Leave of Absence requests approved	Sessions missed
Lions			
Lion Cubs			
Pangolins			
Zebras			
Lions			
Anacondas			
Toucans			
Jaguars			
Caimans			
Dragons			
Pandas			
Elephants			
Sharks (inc. SEMH ARP)			
Total			

Completed by   **Attendance Lead**

Signed   **Date**

Attendance reported annually and termly via Attendance & Wellbeing Report.

Termly report - actions and impact.

Annually report - actions, impact and trends over time.

Annual Attendance and Wellbeing Report to the Local Governing Body

Name of School:	
This report is for the period:	September 2024 – July 2025
Attendance Leads:	

Attendance Data Summary

Overall Attendance

2022/23	2023/24	2024/25
%	%	%
Analysis of trend over time, impact of actions taken and proposed next steps.		

Attendance of Vulnerable Groups 2024/25 (Delete rows as appropriate)

Group	2022/23 %	2023/24 %	2024/25 %	Analysis
Pupil Premium				
Not Pupil Premium				
SEN Support (K)				
SEN EHCP (E)				
No SEN (N)				
Cared for Children				

Previously Cared for Children			
Not Cared for Children			

Persistent Absence

2022/23	2023/24	2024/25
%	%	%
Analysis of trend over time, impact of actions taken and proposed next steps.		

Monitoring Arrangements 2024/25				
Attendance Monitoring Plans				Punctuality Monitoring
4 Week	6 Week	Attendance Case Conference	Court Proceedings	
Detail actions taken, the impact and proposed actions for the coming year.				

Leave of Absence Requests 2024/25		
No. of leave of absence requests	No. approved	Days lost as a result

Mentoring and pastoral support
For example, comment on: Strategies being used to improve individual's attendance – morning routine, challenge when signing in Home visits, telephone contact / messaging services Verification of medical appointments Programmes being utilised to support individual children Services provided by school e.g. mentors, counselling for children and parents Signposting to external services e.g. Social Care, Early Help, food bank

Links with other agencies
For example, school nursing service, Local Authority Attendance Team

Impact of any review or external validation
Following a review / external validation comment on, for example: How attendance rates have improved overall, for individual cohorts / children How persistent absence has decreased Punctuality has improved

Changes to practice during the academic year
For example, changes to procedure when signing in – options changed so that parent/carer can not select 'other'
Attendance Policy adopted by LGB XX.XX.XX

Social Inclusion Team networking opportunities / Continuous Professional Development – annual				
Name / Role	Date	Content	Impact	Provider

What does the school need to prioritise to improve attendance and punctuality in the coming year?

Completed by   **Attendance Lead**

Signed   **Date**

Attendance reported annually and termly via Attendance & Wellbeing Report. Termly report - actions and impact. Annually report - actions, impact and trends over time.