

# Attendance Policy

## Highworth Warneford School



**The Park  
Academies  
Trust**

**The Attendance Policy is a Trust-wide policy. Approved by the EPSC**

**Owned by: CEO**

**Date: September 2024**

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## 1. Introduction

The Trust intends and expects that all decisions, policies and procedures will be underpinned at all times by its vision and values.

### **Our aim:**

To create centres of educational excellence that inspire all pupils to turn their potential into performance.

### **To achieve this our schools will:**

- Provide a broad and balanced curriculum that allows pupils to develop their talents and ambitions.
- Deliver the highest quality learning opportunities facilitated by excellent teachers.
- Inspire our pupils to become confident, motivated and respectful individuals ready to make a positive contribution to society.

## **The Trust will support our schools by:**

- Maximising the resources and expertise available to individual schools.
- Providing a platform for the sharing of excellent practice.
- Challenging and developing staff to turn their potential into performance.

### **1.1 Aims**

We are committed to meeting our obligations with regards to school attendance by:

- Promoting good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to ensure pupils have the support in place to attend school

We will also promote and support punctuality in attending lessons.

At The Park Academies Trust Secondary Schools, we expect all pupils to attend regularly to take full advantage of the educational opportunities available to them. Regular school attendance and educational attainment are inextricably linked. We recognise that regular attendance at school is essential for good learning and continual progress and ensures that pupils get the best possible outcomes from their period in compulsory education. Only by attending school regularly and punctually will children and young people be able to take full advantage of the educational opportunities available to them. The pupils with the highest attainment at Key Stage 4 have higher rates of attendance over the key stage compared to those with the lowest attainment.

All school staff will work with pupils and their families to ensure each pupil attends school regularly and punctually. We expect all of our pupils to aspire to 100% attendance and appreciate the full support of parents and carers in encouraging this.

Our schools fulfil our responsibilities as laid out in 'Working Together to Safeguard Children' and 'Keeping Children Safe in Education'.

This policy is intended to continue to improve the attendance and punctuality of all pupils by:

- a) Ensuring that good attendance and punctuality are priorities for all those associated with the school including pupils, parents and staff
- b) Providing a framework which defines the respective roles and responsibilities of all interested parties and ensures consistency in dealing with issues of attendance and punctuality
- c) Ensuring the maintenance of accurate registers which allows the school to account for the whereabouts of each pupil at any given time

d) Gathering of reliable data in line with Authority and Government guidelines for the purposes of reporting on individual and whole school attendance

e) acting early to address patterns of absence and build strong relationships with all stakeholders to ensure pupils have the support in place to attend school

## **1.2 Other Linked Policies**

Safeguarding and Child Protection Policy

Behaviour Policy

Equality Policy

## **2. Legislation and Guidance**

This policy meets the requirements of the [Working together to improve school attendance 2024](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

It also refers to:

- [Keeping Children Safe in Education](#)
- [Mental health issues affecting a pupil's attendance: guidance for schools](#)

This policy also complies with our Trust's funding agreement and Articles of Association.

## **3. Roles and Responsibilities**

### **3.1 The Trust Board**

The Trust Board is responsible for:

- Promoting the importance of school attendance across the Trust's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole Trust

- Making sure staff receive adequate training on attendance
- Holding the Heads to account for the implementation of this policy

### **3.2 The Principal**

The Principal is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to the LAB
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary

### **3.3 The Trust central team**

The Trust central team is responsible for:

- Driving attendance improvement across the Trust
- Working more intensively with schools who require support with attendance improvement
- Acting as a central contact point for schools with attendance queries

### **3.4 The designated senior leader responsible for attendance at each school**

The designated senior leader is responsible for:

- Leading attendance across the school
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis
- Devising specific strategies to address areas of poor attendance identified through data
- Building relationships with parents / carers to discuss and tackle attendance issues
- Creating intervention reintegration plans in partnership with pupils and their parents / carers
- Delivering targeted intervention and support to pupils and families
- Sharing information and working collaboratively with other schools in the area, local authority and other partners to share effective practice where there are common barriers to attendance

### **3.5 The school attendance team**

The school attendance officer at each school is responsible for:

- Monitoring and analysing attendance data
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the headteacher
- Working with education welfare officers to tackle persistent absence

- Advising the headteacher when to issue fixed-penalty notices

### **3.6 Class teachers / form tutors**

All class teachers / form tutors are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office on the same day.

### **3.7 School administration / office staff**

School administration / office staff will:

- Take calls from parents / carers and pupils about absence on a day-to-day basis and record it on the school system
- Transfer calls from parents / carers and pupils to the Head of Year / Pastoral Lead in order to provide them with more detailed support on attendance

### **3.8 Parents / carers**

Parents/carers are expected to:

- Make sure their child attends every timetabled session on time
- Call the school to report their child's absence before the start of the school day and each subsequent day of absence, and advise when they are expected to return
- Provide the school with more than one emergency contact number for their children
- Ensure that, where possible, appointments for their child are made outside of the school day
- Attend all meetings arranged regarding attendance and punctuality
- Attend Consultation Days and Parents evenings as requested

Parents will regularly be reminded about the legal requirement for, and the importance of good school attendance. The Leader/s for Disadvantaged Pupils will work together with the Pastoral Teams to support attendance monitoring and promote improvement with those registered as disadvantaged.

**Ensuring a child's regular attendance at school is a parent's legal responsibility and allowing a child to be absent from school without a good reason creates an offence in law and may result in prosecution. Failing to attend school on a regular basis will be considered as a safeguarding matter**

### **3.9 Pupils**

Pupils are expected to:

- Attend every timetabled session on time
- Attend registration
- Arrive at lessons on time, prepared to learn

## **4. Recording Attendance**

### **4.1 Attendance register**

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

There will be an AM and PM legal registration. We will also take an attendance register at the start of every session of each school day. It will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

See Appendix 1 for the DfE attendance codes.

We will also record:

- For pupils of compulsory school age, whether the absence is authorised or not
- The nature of the activity if a pupil is attending an approved educational activity
- The nature of circumstances where a pupil is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

Pupils must arrive in school by the published registration start time each day.

- Abbey Park School – 8.45 am
- Highworth Warneford School – 8.50 am
- Lydiard Park Academy – Monday and Friday 8.40 am and Tuesday, Wednesday and Thursday 8.30 am

## **Leaving School Before the End of the School Day**

It is not expected that pupils should need to leave early. However, in some exceptional circumstances, pupils may have to be collected early from school.

Parents / carers who wish to collect their children early must inform the school by telephone or in writing, stating clearly the reason why the child is leaving school.

Requests may only be made by the parent / carer with day-to-day care. This safeguards against an estranged parent / carer making a request without the knowledge of the parent who has care and control. If there are other arrangements in place for the child to leave the school premises, such as another adult will collect the child, the school must be informed.

It is the responsibility of parents / carers to keep the school fully aware of contact details of named

and responsible adults.

## 4.2 Unplanned absence

The pupil's parent / carer must notify the school of the reason for the absence on the first day of an unplanned absence by the start of the school day or as soon as practically possible by calling the school.

If your child is absent, you must:

1. On the first day of absence, contact the school. Please leave a clear message that states your child's name plus their tutor group and reason for absence and the date they are expected to return to school.

- Abbey Park School – 01793 707640 or [admin@abbeyparkschool.org.uk](mailto:admin@abbeyparkschool.org.uk)
- Highworth Warneford School - 01793 762426, ARBOR App or [attendance@warnefordschool.org.uk](mailto:attendance@warnefordschool.org.uk)
- Lydiard Park Academy – 01793 874224 or [ask@lydiardparkacademy.org.uk](mailto:ask@lydiardparkacademy.org.uk)

2. Please ensure you contact the school on each day of absence. This is for safeguarding reasons, so that we know the whereabouts of pupils who are absent.

3. If you are unable to ring or email, you can come into school and report the absence to reception. You can also reply to the e-mail message sent to you by the school.

If your child is absent, we will:

1. Telephone or e-mail you on the first day of absence if we have not heard from you. This system is known as 'First Day Calling'.

2. If the school is concerned about your child's attendance a member of the attendance and pastoral team may visit you.

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

Where there are doubts about the authenticity of the illness, the school may ask for medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parent / carer will be notified.

If the school is concerned about your child's attendance a member of the SLT or attendance team may visit you (depending on level of risk).

## Illness during the School Day

Should a pupil become unwell during the day they must report to a member of staff and a decision will be made to make contact with the parent / carer if necessary.

No pupil should leave school for such arising medical reasons without staff permission.



### **4.3 Planned absence**

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent / carer notifies the school in advance of the appointment.

Where possible parents should attempt to arrange appointments for their child outside school time. When the appointment is local, the pupil will be expected to attend school before and / or after the appointment. Medical evidence should be provided to support appointments taken during the school day.

However, we encourage parents / carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

The pupil's parent / carer must also apply for other types of term-time absence as far in advance as possible using the schools leave of absence request form, this can be found on the school's website.

### **4.4 Lateness and punctuality**

Poor punctuality is not acceptable. If your child misses the start of the day they can miss receiving vital information from their tutor. Late arriving students also disrupt lessons, it can be embarrassing for the child and can also encourage absence. Punctuality is monitored by the Pastoral Teams and if a pupil is regularly late, this will be challenged by the school.

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code 'L'
- After the register has closed, the absence will be coded as unauthorised (U – late after registers have closed) and a late detention will be issued. This excessive lateness will affect the percentage of attendance and leave parent/carer at risk of a fine.

Any pupil arriving to school after the start of the school day must sign in at reception.

Once the morning attendance register has been closed, the pastoral team will complete the unexplained absence report. The main contact for each pupil who is absent will be contacted.

### **4.5 Following up unexplained absence**

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

- Call the pupil's parent / carer on the morning of the first day of unexplained absence to ascertain the reason. If we cannot reach any of the pupil's emergency contacts, we may carry out a home visit or report the child as missing to the police
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session
- Call the parent / carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer
- If a student is absent for 5 consecutive days and the school has been unable to contact parent / carers, school will start to complete the children missing in education checklist

### **Children Missing in Education**

A child going missing from education is a potential indicator of abuse or neglect. Staff in

education provision should follow the provision's procedures for dealing with children that go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation, and to help prevent the risks of their going missing in the future.

All children, regardless of their circumstances, are entitled to a full-time education which is suitable to their age, ability, aptitude and any special educational needs they may have.

Central to raising standards in education and ensuring all pupils can fulfil their potential, pupils need to attend regularly. Missing out on lessons leaves children vulnerable to falling behind.

Children with poor attendance tend to achieve less in both primary and secondary school.

Schools within The Park Academies Trust will maintain admissions and attendance registers.

They will follow agreed safeguarding and child protection procedures where it is suspected that children missing from education are suffering from abuse or neglect. If there is reason to suspect that a crime has been committed or the child's safety is at risk, the police will be involved.

## **4.6 Reporting to parents / carers**

The school will regularly inform parents / carers about their child's attendance and absence levels via Class Charts or Epraise.

Parents / Carers will also be formally notified of attendance through the following means of communication:

- Pupil reports
- Letters, phone calls and meetings

## **5. Authorised and Unauthorised Absence**

### **5.1 Approval for term-time absence**

A Principal will only grant a leave of absence to pupils during term time if they consider there to be 'exceptional circumstances'.

Schools judge each application individually considering the specific facts and circumstances and relevant background context behind each request. Where a leave of absence is granted, the school will determine the number of days a pupil can be absent from school. A leave of absence is granted entirely at the school's discretion.

Any request should be submitted as soon as it is anticipated and, where possible, at least 2 weeks before the absence, and in accordance with any leave of absence request form, accessible via the website. The Principal may require evidence to support any request for leave of absence.

Every half-day absence from school has to be classified by the school (not by the parents), as either AUTHORISED or UNAUTHORISED. This is why information about the cause of any absence is always required, preferably in writing.

### **Authorised Absences**

These are mornings or afternoons away from school for a good reason like illness, medical / dental appointments that unavoidably fall in school time, emergencies or other unavoidable

cause.

Absence can be authorised if:

- A pupil is absent with permission granted by the Principal
- A pupil is ill or prevented from attending by an unavoidable cause
- The absence occurred on a day exclusively set aside for religious observance by the religious body to which the pupil's parents belong
- The school at which the pupil is registered is not within walking distance of the pupil's home, and no suitable arrangements have been made by the LEA for the pupil's transport to and from school
- A pupil is the child of Traveller parents and the conditions as stated in the Education Act 1996, Section 444(6) are met
- There is a family bereavement
- A pupil is attending an interview with a prospective employer, or in connection with an application for a place at an institute of further or higher education, or for a place at another school (during Year 11, this can be recorded as an approved educational activity)
- A pupil is excluded
- A Year 11 pupil is granted study leave
- A pupil is involved in an exceptional special occasion

Medical evidence for recording absences should only be needed in a minority of cases (see code I). Where a pupil's health need means they need reasonable adjustments or support because it is complex or long term, schools can seek medical evidence to better understand the needs of the pupil and identify the most suitable provision.

## **Unauthorised Absences**

An absence will be unauthorised where the school does not consider the absence as reasonable and for which no "leave" has been given. When attendance falls below 95% all absences will need to be supported by medical evidence. This type of absence can lead to the school using sanctions and / or legal proceedings.

Absence is unauthorised if:

- parents / carers keep children off school unnecessarily
- truancy occurs before or during the school day
- absences have never been properly explained or the school is dissatisfied with the explanation
- pupil arrive at school too late to get a mark
- shopping, looking after other children or birthdays
- day trips and holidays that are taken in term time which have not been agreed
- a pupil fails to return after the period of time agreed by the school for a family holiday
- a pupil takes a holiday during term time
- medical evidence is not provided. Examples of medical evidence could be medical appointment slips, or medical prescription packaging or hospital appointment letters

Whilst any pupil may be off school because they are ill, sometimes they can be reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents and the child. If your child is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and usually make things worse.

Welfare checks are undertaken on students who have had 5 continuous days of absence (excluding those with hospital admissions), including those where the school has been informed of the absence by parent / carer. This is to ensure all children are regularly sighted. Any home visits undertaken results in a CPOMs log.

### **Leave of Absence During Term Time**

The Trustees, Governors and Principal do not support parents taking their children out of school for holidays.

Parents do not have a legal right to take children out of school, and the Principal may not grant any leave of absence during term time unless there are exceptional circumstances. Examples of exceptional circumstances include service personnel who are prevented from taking leave of absence outside term time at any point in the school year, or the terminal illness or bereavement of a parent or sibling if the absence is concurrent. A letter from an employer may be required to support restricted work annual leave.

If parents do wish to request leave of absence or Holidays in Term Time for such exceptional circumstances, they should make a request in writing, in advance.

Requests for leave of absence will be looked at on a case-by-case basis and it is up to the discretion of the Principal to make a decision about whether a request may be considered an exceptional circumstance or not. The Principal will inform the parent in writing as to the decision made regarding the request.

If parents decide to take their children on holiday where the absence is unauthorised, the school will follow the Local Authority's Guidance for Schools on leave of absence during term time, and inform the Education Welfare Service who may, on behalf of the Local Authority, issue a fixed penalty notice.

The Principal is advised to treat each application individually, and will consider the following factors when making a decision;

- The pupil's overall attendance record;
- Whether the absence falls during a year when public examinations are due or government tests;
- The effect on the pupil's continuity of learning;
- The family circumstances;
- Sibling attendance at other TPAT schools (Principals will make a joint decision if there is a sibling attending another TPAT school).

When an absence is approved then it is an authorised absence. Should parents / carers keep their child away in excess of the agreed period, then the extra time will be treated as an unauthorised absence. An absence request for a holiday can only be made by the parent / carer with whom the pupil lives.

## 5.2 Legal sanctions

Parents or guardians of students of compulsory school age have a legal duty to ensure that their children receive efficient, full-time education by attendance at school or otherwise under the provisions of the education act 1996. If any child of compulsory school age who is a registered student at a school fails to attend regularly at the school, his / her parent is guilty of an offence. Section 444A and section 444B of the Education Act 1996 give powers to the Local Authority to issue Penalty Notices where a parent or carer is considered capable of, but unwilling to secure an improvement in their child's school attendance.

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

Penalty notices can be issued by a Principal, local authority officer or the police.

The decision on whether or not to issue a penalty notice may take into account:

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

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

Schools will be required to consider a fine when a child has missed 10 or more sessions (5 days) for unauthorised reasons.

The fine for school absences will be **£80 if paid within 21 days**, or **£160 if paid within 28 days**.

In the case of repeated fines, if a parent receives a second fine for the same child within any three-year period, this will be charged at the higher rate of £160.

Fines per parent will be capped to two fines within any three-year period. Once this limit has been reached, other action like a parenting order or prosecution will be considered.

### Removal from School Roll

A pupil will be removed from the school roll in accordance with the regulations in The Education (Pupil Registration) (England) Regulations of 2006. These regulations include when:

- Parents make a written request to the school for elective home educated of their child;
- Parents make a written request for a change of school, and the receiving school confirms a start date;

- They have been on a managed move and the school they are attending has agreed to take them on roll;
- They have left at the end of Year 11;
- They have been continually absent from school for a period of not less than 4 weeks and both the school and the Local Education Authority have failed, after reasonable enquiry, to locate the pupil.
- The pupil no longer usually lives at a place which is within a reasonable distance from your school
- The pupil has been permanently excluded
- They are from the Traveller community and have been continually absent for a period of not less than 4 weeks;

## **6. Strategies for Promoting Attendance**

Helping to create a pattern of regular attendance is everybody's responsibility – parents, pupils and all members of school staff. Trust schools have effective systems of incentives and rewards, which acknowledge the efforts of pupils to improve their attendance and timekeeping, and appropriately challenge the behaviour of those pupils and parents who give low priority to attendance and punctuality.

Trust schools aim to promote the benefits of good attendance and recognizes that good attendance should be celebrated and rewarded. Strategies include

- Attendance displays
- Assemblies to promote good attendance
- Celebration assemblies
- Parental communications emphasising the importance of attendance
- Rewards and rewards trips for pupils with good attendance

### **Support Systems**

Trust schools recognise that poor attendance can be an indication of difficulties in a child's life. This may be related to problems at home and / or in school. Parents / carers should make school aware of any difficulties or changes in circumstances that may affect their child's attendance and or behaviour in school, for example, bereavement, divorce / separation, incidents of domestic abuse. This will help the school identify any additional support that may be required. School will work with pupils and parent / carers to remove any barriers to attendance by building strong and trusting relationships, and working together to put the right support in place.

We also recognises that some pupils are more likely to require additional

support to attain good attendance, for example, those pupils with special educational needs, those with physical or mental health needs, and looked after children. School will implement a range of strategies to support improved attendance. Strategies used may include;

- Discussion with parents and pupils
- Counselling
- Attendance report cards
- Referrals to external support agencies
- Learning mentors

- Pupil Voice activities
- Friendship groups
- PSHE
- Reward systems
- Time limited part time time-tables
- Additional learning support
- Behaviour support
- Reintegration support packages
- Referral to Contact Swindon

Particular focus will be given by all partners to pupils who are absent from school more than they are present (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 partner agencies.

Where absence means pupils have missed 10% or more of school (equivalent to 1 day or more a fortnight across a full school year), the school will work together with pupils and parents / carers to put additional targeted support in place to remove any barriers to attendance and reengage these pupils. In doing so, school will sensitively consider some of the reasons for absence and understand the importance of school as a place of safety and support for children who might be facing difficulties, rather than reaching immediately for punitive approaches.

Support offered to families will be child centred, and planned in discussion and agreement with both parents / carers and pupils. Where engagement fails or is refused with the support offered and further unauthorised absence occurs, legal sanctions will be considered.

## **Part-time Timetables**

All pupils of compulsory school age are entitled to a full-time education. In very exceptional circumstances, where it is in a pupil's best interests, there may be a need for a temporary part-time timetable to meet their individual needs. For example, where a medical condition prevents a pupil from attending full-time education and a part-time timetable is considered as part of a re-integration package. A part-time timetable should not be used to manage a pupil's behaviour.

A part-time timetable must only be in place for the shortest time necessary and not be treated as a long-term solution. Any pastoral support programme or other agreement should have a time limit by which point the pupil is expected to attend fulltime, either at school or alternative provision. There should also be formal arrangements in place for regularly reviewing it with the pupil and their parents. In agreeing to a part-time timetable, a school has agreed to a pupil being absent from school for part of the week or day and therefore must treat absence as authorised.

## **7. Attendance Monitoring**

### **7.1 Monitoring attendance**

Trust Schools will:

- Monitor attendance and absence data half-termly, termly and yearly across the school and at an individual pupil level
- Identify whether or not there are particular groups of children whose absences may be a cause for concern

Pupil-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The Trust Schools will compare attendance data to the national average, and share this with the LAB and Trust Board

Each of our Trust schools have their own Graduated Response to monitor and improve attendance.

## **7.2 Analysing attendance**

The Trust schools will:

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

## **7.3 Using data to improve attendance**

The Trust schools will:

- Provide regular attendance reports to Pastoral team and Tutors, and other school leaders, to facilitate discussions with pupils and families
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

## **7.4 Reducing persistent and severe absence**

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school.

The Trust schools will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Hold regular meetings with the parents / carers of pupils who are considered to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
- Provide access to wider support services to remove the barriers to attendance
- Referral to external agencies for a multi-agency support package

## **8. Monitoring Arrangements**

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum annually by a member of the senior leadership team. At every review, the policy will be approved by the LAB.

### **How Data is used**

Pupil-level absence data is collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school level absence data is published alongside national statistics. We compare our attendance data to the national average and share this with Governors and Trustees.



## Appendix 1 Attendance Codes

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

Code	Definition	Scenario
<b>/</b>	Present (am)	Pupil is present at morning registration
<b>\</b>	Present (pm)	Pupil is present at afternoon registration
<b>L</b>	Late arrival	Pupil arrives late before register has closed
<b>B</b>	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
<b>D</b>	Dual registered	Pupil is attending a session at another setting where they are also registered
<b>J</b>	Interview	Pupil has an interview with a prospective employer/educational establishment
<b>P</b>	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
<b>V</b>	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
<b>W</b>	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
<b>Authorised absence</b>		
<b>C</b>	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances

<b>E</b>	Excluded	Pupil has been excluded but no alternative provision has been made
<b>H</b>	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
<b>I</b>	Illness	School has been notified that a pupil will be absent due to illness
<b>M</b>	Medical/dental appointment	Pupil is at a medical or dental appointment
<b>R</b>	Religious observance	Pupil is taking part in a day of religious observance
<b>S</b>	Study leave	Year 11 pupil is on study leave during their public examinations
<b>T</b>	Gypsy, Roma and traveller absence	Pupil from a traveller community is travelling, as agreed with the school
<b>Unauthorised absence</b>		
<b>G</b>	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
<b>N</b>	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
<b>O</b>	Unauthorised absence	School is not satisfied with reason for pupil's absence
<b>U</b>	Arrival after registration	Pupil arrived at school after the register closed

Code	Definition	Scenario
<b>X</b>	Not required to be in school	Pupil of non-compulsory school age is not required to attend
<b>Y</b>	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody

<b>Z</b>	Pupil not on admission register	Register set up but pupil has not yet joined the school
<b>#</b>	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day