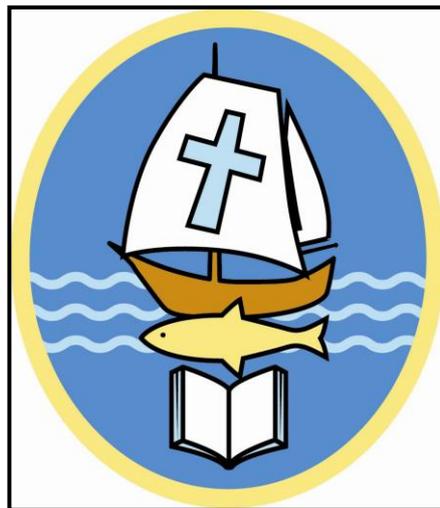




SS Simon & Jude
Church of England Primary School

SS Simon and Jude CE Primary School Attendance and Absence Policy



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| Document Name | Attendance and Absence Policy |
| Document written by | Katie Jones |
| Date for next revision* | July 2023 |
| Responsibility | Principal |
| Date | September 2023 |

Contents:

[Statement of intent](#)

1. [Legal framework](#)
2. [Roles and responsibilities](#)
3. [Definitions](#)
4. [Attendance expectations](#)
5. [Absence procedures](#)
6. [Attendance register](#)
7. [Authorising parental absence requests](#)
8. [SEND- and health-related absence](#)
9. [Leave during lunch times](#)
10. [Truancy](#)
11. [Missing children](#)
12. [Attendance intervention](#)
13. [Working with parents to improve attendance](#)
14. [Persistent Absence](#)
15. [Legal intervention](#)
16. [Monitoring and analysing absence](#)
17. [Training of staff](#)
18. [Monitoring and review](#)

Statement of intent

SS Simon and Jude CE Primary School 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 whole-school 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 high 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.

The school's Senior leader responsible for the strategic approach to attendance in school is Miss Katie Jones (Principal). The attendance officer who focuses on the day to day absence is Mrs Paula Coleman. Both Miss Katie Jones and Mrs Paula Coleman can be contacted via email: sssjoffice@vantageacademies.co.uk.

Staff, parents and pupils will be expected to contact the principal and/or the attendance officer **via email** for queries or concerns about attendance.

1. Legal framework

This policy has due regard to all relevant legislation and 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 (2022) 'Working together to improve school attendance'
- DfE (2022) 'Keeping children safe in education 2022'
- DfE (2016) 'Children missing education'

This policy operates in conjunction with the following school policies:

- Safeguarding and Child Protection
- Complaints Procedures Policy
- Positive Behaviour and self esteem policy
- SEND Policy
- Supporting Pupils with Medical Conditions Policy
- Children Missing Education
- Bolton Local Authority Code of Conduct penalty notices
- Bolton Local Authority School attendance and penalty notices information for parents.

2. Roles and responsibilities

Roles and responsibilities section has been informed by the following documents:
[Summary table of responsibilities for school attendance \(publishing.service.gov.uk\)](#)
[Working together to improve school attendance \(publishing.service.gov.uk\)](#)

The local advisory board has overall responsibility for:

- monitoring the implementation of this policy and all relevant procedures across the school.
- promoting the importance of good attendance through the school's ethos and policies.
- arranging attendance training for all relevant staff that is appropriate to their role.
- working with the Senior Leadership Team 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.

- 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.
- handling complaints regarding this policy as outlined in the school's Complaints Procedures 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 guidelines in place and that this is regularly reviewed and updated.

The Principal is responsible for:

- the day-to-day implementation and management of this policy and all relevant procedures across the school.
- appointing a member of the school team to the attendance officer role.
- 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.

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, taking the attendance register at the relevant times during the school day.

Alongside the Principal, 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.
- communicating with pupils and parents with regard to attendance.
- following up on incidents of persistent poor attendance.
- informing Bolton Local Authority of any pupil being deleted from the admission and attendance registers.

Pupils are responsible for:

- attending their lessons and any agreed activities when at school.
- arriving punctually to lessons when at school.

Parents are responsible for:

- providing accurate and up-to-date contact details.
- providing the school with more than one emergency contact number.
- updating the school if their details change.
- the attendance of their children at school.
- promoting good attendance with their children.

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 appointments which unavoidably fall during school time, for which the school has granted leave (i.e. hospital appointments)
- religious or cultural observances for which the school has granted leave
- a day's 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

Persistent absence (PA):

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

4. Attendance expectations

The school has high expectations for pupils' attendance and punctuality, and ensures that these expectations are communicated regularly to parents and pupils. This is shared through Learning Review meetings and Parent conferencing where attendance and punctuality are colour coded (green, yellow or red). This details how much time a child has off school and the impact it has. Attendance is also shared through our newsletters and the attendance page on the school website.

Pupils will be expected to attend school punctually every day they are required to be at school, for the full day.

The start of the school day is staggered for different year groups due to the size of the school. This is communicated through the school website [School Day - SS Simon & Jude CE Primary School \(sssj.bolton.sch.uk\)](http://School Day - SS Simon & Jude CE Primary School (sssj.bolton.sch.uk)), letters to parents and text reminders.

Registers will be taken as follows throughout the school day:

- The morning register will be taken in each classroom at varying times depending on the staggered start. The following times detail the start of learning: Nursery/Reception 8.45am, Year 1/2 at 8.50am, Year 3/4 at 8.45am and Year 5/6 at 8.40am. Pupils attending after this time will receive a mark to show that they were on site, but this will count as a late mark
- The morning registers will close 15 minutes after the start of learning in each year group. Pupils will receive a mark of absence if they do not attend school before this time.
- The following times detail the start of learning: Nursery 12.30pm, Reception 1.15pm, Year 1/2 1.40pm, Year 3/4 1.45pm and Year 5/6 at 1.30pm. Pupils will receive a late mark if they are not in their classroom by this time
- The afternoon registers will close 15 minutes after the start of learning. Pupils will receive a mark of absence if they are not present before the registers close.

Pupils will be encouraged to communicate any concerns related to attendance and absence as soon as possible to the relevant member of staff.

5. Absence procedures

Parents will contact the school office on 01204333583 as soon as possible 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. The office team will note the reason for absence and report this to the attendance officer. Alternatively, parents may call into school and report the absence to the school office administration team.

Where a pupil is absent, and their parent has not contacted the school by the close of the morning register to report the absence, the attendance officer will contact the parent by telephone call 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 in order to enter the data onto the school census system.

If a vulnerable pupil is absent, without any communications with school, the attendance officer will contact The Early Intervention Team (EIT) as part of Bolton Local Authority, who will carry out a home visit to determine the reason for absence.

Following an absence of 2.5 days (which is equivalent to 5 sessions) the attendance officer will liaise with parents, asking for evidence of steps taken to improve attendance if appropriate. At this stage a warning letter is sent to both parents which details the absence procedures and support available.

Following an absence of 5 days (which is equivalent to 10 sessions) over two consecutive half terms, a fixed penalty notice (fine) is sent to both parents on behalf of Bolton Local Authority. The amount of the fixed penalty notice is £60 per parent per child.

In the case of persistent absence, the attendance officer will inform the parent of the school's absence procedures as well as identifying any further support needed to improve their child's attendance.

Throughout the process school will work closely with parents with the aim of removing or reducing any barriers to attendance.

6. Attendance register

The school uses Arbor Education 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 exceptional circumstances in which a pupil may be marked as unable to attend are where—
(a) the school site, or part of it, is closed due to unavoidable cause at a time when pupils are due to attend; or*

(b) in the case of a pupil for whom transport to school is provided by the school or a local education authority, and whose home is not within walking distance of the school, that transport is not available.

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:

- / = Present in the morning
- \ = Present in the afternoon
- L = Late arrival before the register has closed
- C = Leave of absence granted by the school

- E = Excluded but no alternative provision made
- I = Illness
- M = Medical appointments
- 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 = Gypsy, Roma and Traveller absence
- V = Educational visit or trip
- P = Participating in a supervised sporting activity
- D = Dual registered – at another educational establishment
- Y = Exceptional circumstances (such as school site closed due to local or national emergency)
- 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.

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 for three years.

7. Authorising parental absence requests

Parents will be required to request certain types of absence in advance. All requests for absence will be handled by the Principal. The decision to grant or refuse the request will be at the sole discretion of the Principal, taking the best interests of the pupil and the impact on the pupil's education into account. The Principal's decision is not subject to appeal. However, the school will be sympathetic to requests for absence by parents considering each application individually, taking into account the specific facts, circumstances and context behind each request.

Leave of absence

In order to have requests for a leave of absence considered, the school will expect parents to complete the leave request form and return to the Principal at least two weeks 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.

Any requests for leave during term time will be considered on an individual basis and the pupil's previous attendance record, the pupil's attainment and any previous absence requests will be taken into account. If the absence is granted, the Principal will determine the length of time that the pupil can be away from school. The school will not grant leaves of absence for the purposes of extended leave or family holidays. This links to the 2013 amendments which made it clear that headteachers may not grant any leave of absence during term time unless 'exceptional circumstances' prevail.

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 (from the current year or previous years)
- where a pupil's unauthorised absence record is already above 10 percent for any reason
- where a pupil's attainment is below that of what is expected for their year group.

If term-time leave is not granted, taking a pupil out of school will be recorded as an unauthorised absence and will result in sanctions, such as a fixed 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.

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.

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 Bolton Local Authority which authorises the school's absence(s).

Where a licence has been granted by Bolton Local Authority 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 Bolton Local Authority, it is at the discretion of the Principal to authorise the leave of absence for each day. The Principal will not authorise any absences which would mean that a pupil's attendance would fall below 97 percent. Where a licence has not been obtained, the Principal will not authorise any absence for a performance or activity.

Religious observance

Parents will be expected to request absence for religious observance in advance.

Schools must record absence as authorised when it falls on a day that is exclusively set apart for religious observance by the parents' religious body (not the parents).

As a general rule, we would interpret 'a day exclusively set apart for religious observance' as a day when the pupil's parents would be expected by the religious body to which they belong to stay away from their employment in order to mark the occasion. If in doubt, schools should seek advice from the parent's religious body about whether it has set the day apart for religious observance.

If a religious body sets apart a single day for a religious observance and the parent applies for more than one day, the school may only record one day as authorised on this basis.

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

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 under this code for reasons other than travel for occupational purposes.

8. 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. However, their right to education is the same as any other pupil and therefore the attendance ambition for these pupils is the same as they are for any other pupil.

In line with the SEND Policy and Supporting Pupils with Medical Conditions Policy, the school will ensure that reasonable adjustments to reduce barriers to attendance, in line with any Education Health Care plan or Individual Health Care Plans have been implemented. The school will secure additional support from external partners to help improve attendance where appropriate i.e. children's services, Early Intervention team, Early help process, School nursing team.

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 and the Safeguarding and Child Protection Policy will be followed.

9. Leave during lunch times

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

Parents will submit a written request via email to sssjoffice@vantageacademies.co.uk outlining the reasons for their child to leave the premises during lunch time. This request will be submitted to the Principal. The Principal reserves the right to grant or refuse a request and will inform parents in writing of their decision within one week of the request.

Where permission has been granted, pupils will leave the school premises within **5 minutes** of the start of lunch and will return no later than **5 minutes** before the end of lunch. This will be shared with parents through the final decision. Attendance for the afternoon session will be rigorously monitored as per this policy. If a pupil returns after the close of the afternoon register, they will be marked as late and if a pupil does not return their absence will be unauthorised.

Parents will be required to meet their child at the school office when taking them off the premises. The pupil will be signed out and back in using the school Inentry system which records the time the pupil leaves school and the time the pupil returns to school. A member of administration team will be available at the school office 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 school office has given their permission.

The Principal 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 Principal'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 Principal.

Parents are expected to put their request in writing to confirm whether they would like the request to continue into the following term. The Principal reserves the right to withdraw permission at any time.

10. 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.

Immediate action will be taken when there are any concerns that a pupil might be truanting. If truancy is suspected, the Principal 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 in line with Bolton Local Authority Code of conduct.
- A penalty notice will be issued where there is overt truancy, inappropriate parentally-condoned absence, excessive holidays in term-time and persistent late arrival at school.

The Designated Safeguarding Lead 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.

11. 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 Principal immediately.
- the office staff 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
 - the library
 - 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 5 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 complete an incident form on CPOMS, describing all circumstances leading up to the pupil going missing.
- If the missing pupil has an allocated social worker, is a looked-after 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 Principal 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 Positive Behaviour and Self Esteem Policy.

The Principal 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.

12. Attendance intervention

In order to ensure the school has effective procedures for managing absence, the attendance officer, supported by the Principal, 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 / warning letters.
 - supporting parents with pupil attendance
 - engaging with Bolton Local Authority Early Intervention attendance teams.
 - Using fixed penalty notices.

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.

The school will acknowledge outstanding attendance and punctuality in the following ways:

- through learning review meetings
- pupil reports to parents

- use of school park as an incentive
- newsletters
- classroom posters

13. 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. The school will liaise with other agencies working with pupils and their families to support attendance, i.e. children's services, Early Intervention Team.

The school will ensure that there are at least 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. The school will regularly 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.

If a pattern of absence becomes problematic, the attendance officer will work collaboratively with the pupil and their parents (under the direction of the Principal) 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.

Where these barriers are related to the pupil's experience in school, the attendance officer will work with the Principal and any relevant school staff, e.g. the DSL and SENCO, 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 services or Bolton Local Authority and will encourage parents to access support that they may need.

14. Persistent Absence (PA)

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

- Children in need
- Looked after children (LAC)

- Young carers
- Pupils who are eligible for Free School Meals (FSM)
- Pupils with English as an additional language (EAL)
- Pupils with Special educational needs (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 check-ins to review progress and the impact of support.
- making regular contact with families to discuss progress.
- assessing whether early help is needed.
- considering what support for re-engagement might be needed, including for vulnerable groups.

The school will focus particularly on pupils who have high rates of absence, and will work with the LA and other partners to engage all relevant services needed to identify and address the wider barriers to attendance these pupils are facing.

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. The school will also bear in mind that the continuation of severe PA following intervention may, in itself, constitute neglect, and will escalate any concerns in this regard in line with the Safeguarding and Child Protection Policy.

15. Legal intervention

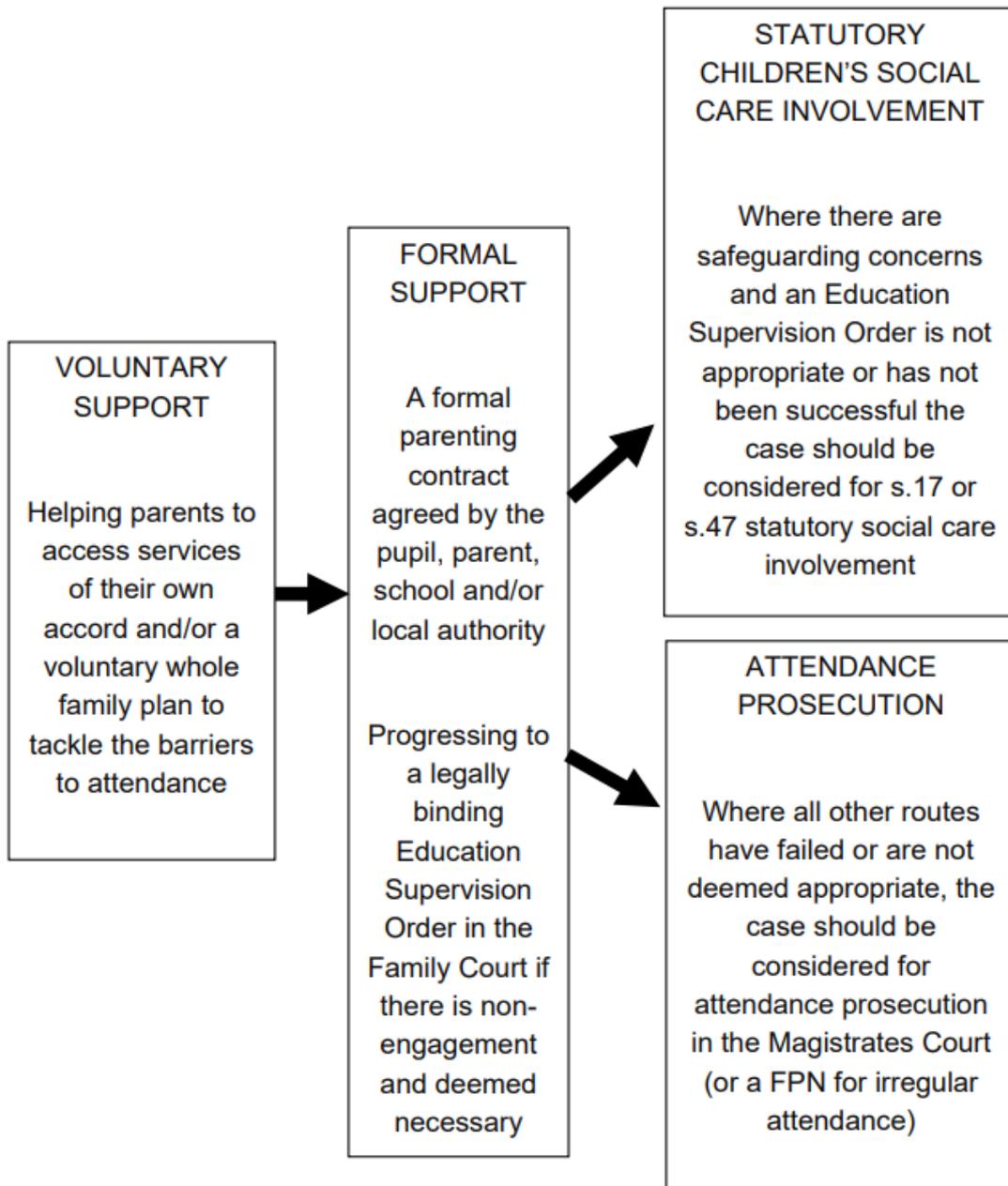
As absence is so often a symptom of wider issues a family is facing, schools, trusts and local authorities should always work together with other local partners to understand the barriers to attendance and provide support. Where that is not successful, or is not engaged with, the law protects pupils' right to an education and provides a range of legal interventions to formalise attendance improvement efforts, and where all other avenues have been exhausted, enforce it through prosecuting parents. Attendance legal intervention can only be used for pupils of compulsory school age and decisions should be made on an individual case by case basis.

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 a half term, the attendance officer will consider:

- holding a formal meeting with parents and the Principal and/or attendance officer.

- working with Bolton Local Authority to put a parenting contract or an education supervision order in place.
- engaging children's services where there are safeguarding concerns.

The flowchart below details the different stages of support prior to attendance concerns being escalated.



16. 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, LAC and pupils eligible for FSM.
- pupils at risk of Persistent Absence.

The attendance officer will conduct a thorough analysis of the above data on a half-termly, termly and full-year 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 Local Advisory Board will regularly review attendance data, including examinations 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.

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.

17. 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 Advisory Board 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

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.

18. Monitoring and review

Attendance and punctuality will be monitored throughout the year. The school's attendance target is 97 percent.

This policy will be reviewed annually by the Principal. The next scheduled review date for this policy is July 2023

Any changes made to this policy will be communicated to all relevant stakeholders.