

# Days Lane Primary School



## Attendance Policy

### Review Summary

<b>Adopted</b>	September 2024
<b>Review Cycle</b>	Annually
<b>Last Review</b>	July 2025
<b>Key Updates made:</b>	The policy has been updated in line with the statutory document, <a href="#">working together to improve school attendance (applies from 19 August 2024)</a>
<b>Next Review</b>	July 2026
<b>Reviewed by</b>	Mrs Trusty (Headteacher), and Curriculum Committee

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## 1.Aims

Our school aims to meet its obligation with regards to school attendance by:

- Promoting good attendance and reducing absence, including persistent absence
- Ensuring every pupil has access to full time education to which they are entitled
- Acting early to address patterns of absence

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

Days Lane Primary School is a community where every member is valued and respected. We foster a positive attitude towards learning and expect children to achieve their very best. We believe that children can only do that if they are attend school regularly. At Days Lane Primary School, we define 'regularly' as 97% which is our attendance target.

This policy aims to show our commitment to meeting our obligations with regards to school attendance, including those laid out in the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#).

## 2. Legislation and Guidance

This policy is based on the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#) and [school attendance parental responsibility measures](#). The guidance is based on the following pieces of legislation, which set 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 \(and 2010, 2011, 2013, and 2016 amendments\)](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

It also refers to:

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

### 3. Roles and Responsibilities

#### 3.1 The Board of Trustees

##### **The Trust Board is responsible for:**

- Setting high expectations of all school leaders, staff, pupils and parents
- Making sure school leaders fulfil expectations and statutory duties, including:
  - Making sure the school records attendance accurately in the register, and shares the required information with the DfE and local authority
  - Making sure the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific pupils, where appropriate
- Recognising and promoting the importance of school attendance across the school's policies and ethos
- Making sure the school's attendance management processes are delivered effectively, and that consistent support is provided for pupils who need it most by prioritising staff and resources
- Making sure the school has high aspirations for all pupils, but adapts processes and support to pupils' individual needs
- Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual pupils or cohorts who need it most
- Working with school leaders to set goals or areas of focus for attendance and providing support and challenge
- Monitoring attendance figures for the whole school and repeatedly evaluating the effectiveness of the school's processes and improvement efforts to make sure they are meeting pupils' needs
- Where the school is struggling with attendance, working with school leaders and the Education Welfare Officer to develop a comprehensive action plan to improve attendance
- Making sure all staff receive adequate training on attendance as part of the regular continued professional development offer, so that staff understand:
  - The importance of good attendance
  - That absence is almost always a symptom of wider issues
  - The school's legal requirements for keeping registers
  - The school's strategies and procedures for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific pupils, where appropriate
- Making sure dedicated training is provided to staff with a specific attendance function in their role, including in interpreting and analysing attendance data
- Holding the Headteacher to account for the implementation of this policy

The link Trustee for attendance is Janine Wooster.

#### 3.2 The Headteacher

##### **The Headteacher is responsible for:**

- The implementation of this policy at the school
- Monitoring school-level absence data and reporting it to trustees
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary, and/or authorizing a member of the Senior Leadership team to be able to do so
- Working with the parents of pupils with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for pupils with SEND, including where school transport is regularly being missed, and where pupils with SEND face in-school barriers
- Communicating with the local authority when a pupil with an Education, Health and Care Plan (EHCP) has falling attendance, or where there are barriers to attendance that relate to the pupil's needs
- Communicating the school's high expectations for attendance and punctuality regularly to pupils and parents through all available channels

### **3.3 The Designated Senior Leader Responsible for Attendance**

**The designated senior leader (also known as the ‘senior attendance champion’) is responsible for:**

- Leading, championing and improving attendance across the school
- Setting a clear vision for improving and maintaining good attendance
- Evaluating and monitoring expectations and processes
- Having a strong grasp of absence data and oversight of absence data analysis
- Regularly monitoring and evaluating progress in attendance
- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff
- Liaising with pupils, parents/carers and external agencies, where needed
- Building close and productive relationships with parents to discuss and tackle attendance issues
- Creating intervention or reintegration plans in partnership with pupils and their parents/carers • Delivering targeted intervention and support to pupils and families

The designated senior leader responsible for attendance is Mrs Dunne and can be contacted via [absence@dayslaneprimary.co.uk](mailto:absence@dayslaneprimary.co.uk) or [0208 300 1697](tel:02083001697)

### **3.4 The Attendance Officer**

**The school Attendance Officer is responsible for:**

- Monitoring and analysing attendance data (see section 7)
- 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 Deputy Headteacher (authorised by the Headteacher) when to issue fixed-penalty notices

The Attendance Officer can be contacted via [absence@dayslaneprimary.co.uk](mailto:absence@dayslaneprimary.co.uk) or [0208 300 1697](tel:02083001697)

### **3.5 Class Teachers**

Class teachers are responsible for recording attendance for both morning and afternoon sessions on a daily basis, using the correct codes (see Appendix 1), and submitting this information to the school office by 8:50am for the morning sessions and 1:10pm for the afternoon sessions.

### **3.6 School Office**

**School office staff will:**

- Support with calling parents/carers where absence has not been reported on a day-to-day basis and record it on the school system
- Transfer calls from parents/carers to a member of the Senior Leadership Team or Pastoral Lead where appropriate, in order to provide them with more detailed support on attendance
- Report any patterns of lateness noted through the entry system, or when letting children in during the morning period, to the senior leader responsible for attendance

### **3.7 Parents**

**Where this policy refers to a parent, it refers to the adult the school and/or local authority decides is most appropriate to work with, including:**

- All-natural parents, whether they are married or not
- All those who have parental responsibility for a child or young person

**Those who have day-to-day responsibility for the child (i.e. lives with and looks after them) Parents are expected to:**

- Make sure their child attends every day and on time
- Email the school to report their child's absence by 8.30am on the day of the absence and each subsequent day of absence, and advise when they are expected to return
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day
- Keep to any attendance contracts that they make with the school and/or local authority
- Seek support, where necessary, for maintaining good attendance, by contacting your child's class teacher or the Pastoral Lead, who can be contacted via [pastoral@dayslaneprimary.co.uk](mailto:pastoral@dayslaneprimary.co.uk) or [0208 300 1697](tel:02083001697)

### **3.8 Pupils**

Pupils are expected to attend school every day, and on time.

## **4. Recording Attendance**

### **4.1 Attendance Register**

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

We take our attendance register at the start of the first session of each school day and once during the second session. It will mark, using the appropriate national attendance and absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024, 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:

- Whether the absence is authorised or not
- The nature of the activity, where 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 6 years after the date on which the entry was made.

The school day starts at 8:45am, with the register closing at 8:50am and the school day ends at 3.05pm for Reception, 3.15pm for KS1 and 3.25pm for KS2.

The register for the first session will be taken from 8:45am and will be kept open until 8:50pm. Children arriving after this time will be marked as late. The register for the second session will be taken at 1:00pm and will be kept open until 1:10pm.

#### **4.2 Unplanned Absence**

The pupil's parent must notify the school of the reason for the absence on the first day of an unplanned absence by 8:30am each day or as soon as practically possible by sending a message via our MIS system or an email to [absence@dayslaneprimary.co.uk](mailto:absence@dayslaneprimary.co.uk). Parents must give a clear explanation as to why their child will not be attending school.

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

Where the absence is longer than 5 days, or there are doubts about the authenticity of the illness, the school will ask for medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily. The school may also request a video call to check in with a pupil.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents will be notified of this in advance.

#### **4.3 Planned Absence**

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent notifies the school in advance of the appointment and they provide evidence of the appointment date and time. The appointment with the request for absence should be sent to [absence@dayslaneprimary.co.uk](mailto:absence@dayslaneprimary.co.uk), giving the school as much notice as possible.

However, we encourage parents 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.

For other types of term time absence, a pupil's parent should write to the Headteacher as far in advance as possible for the requested absence. Please see section 5 to find out which term-time absences the school can authorise.

#### **4.4 Lateness and Punctuality**

- Pupils who arrive late before the register has closed will be marked as late, using the appropriate code. Children are recorded as late if they arrive after 8.45am even if the teacher has yet to take the register.
- Pupils who arrive late after the register has closed will be marked as absent, using the appropriate code

The code for lateness will be entered when a child has arrived in school after 8.45am (after the main gates has closed). A child arriving after 9.30am will be coded as "unauthorised late". (See appendix for use of other codes for lateness.)

- Lateness is monitored regularly with our Education Welfare Officer. The school record the number of minutes late that each pupil is per half term, and subsequent letters are sent to parents to inform them of this information to make them aware of the cumulative number of minutes missed.

#### **4.5 Following up Unexplained Absence**

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

- Check pupil's classroom to ensure that they have not entered school late and not signed in
- Send an SMS message to ascertain the reason for absence. If there is no response the school will call the pupil's parent on the morning of the first day of unexplained absence. If the school cannot reach any of the pupil's emergency contacts, the school may conduct a home visit or call 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(s) for which the pupil was absent

- Call the parent on each day that the absence continues without explanation, to make sure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an Education Welfare Officer
- Where appropriate, offer support to the pupil and/or their parents to improve attendance
- Identify whether the pupil needs support from wider organisations, as quickly as possible, and make the necessary referrals
- Where support is not appropriate, not successful, or not engaged with: issue a notice to improve, penalty notice or other legal intervention as appropriate
- Any absence related to illness / sickness either side of a school term time holiday must be accompanied by a doctor's note substantiating the illness, otherwise the period of absence will be marked as unauthorised. If evidence is not provided and takes the total number of days of absence to five or more consecutive days, a term time fine may be issued.
- The school may also request a video call to check in with a pupil if the absence is 5 days or longer, or if a child has not returned to school following a school holiday.
- The school may also request a well-being check via a video call if a family is known to, or there has been previous involvement of external agencies such as social care, or if there are any other concerns

#### **4.6 Children Missing Education**

In line with Bexley Council guidance on Children Missing Education we will raise concerns about a child if the child is on the school roll and has:

- stopped attending and no contact can be made with the parent or other emergency contacts to establish a reason for the absence or
- ceased to attend the school and the forwarding address/new school is not known or
- not returned from holiday within 10 school days of the expected date of return,

In these circumstances the school will try to establish the family's whereabouts within 10 school days before notifying the local authority.

#### **4.7 Reporting to Parents**

The school will regularly inform parents about their child's attendance and absence levels.

The senior member of staff responsible for attendance and the attendance officer meet with the school's Education Welfare Officer monthly to analyse the attendance data and agree actions to support high levels of attendance and support families where needed.

Parents can check their child's attendance data throughout the year using the Arbor App. When a pupil's attendance percentage falls below the expected standard (which may differ throughout the year, but will be linked to the target of 96% at a minimum) a parent is informed of this information via the school.

- If attendance does not improve following the first letter from the school or there are patterns of broken absences, a letter will be sent to parents from the school's Education Welfare Officer.
- In cases where a pupil's attendance or punctuality is consistently poor despite intervention from the school, the parent will be invited to attend an Attendance Surgery with the senior member of staff responsible for attendance and the Education Welfare Officer.

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

#### **5.1 Approval for Term-Time Absence**

The Headteacher will allow pupils to be absent from the school site for certain educational activities, or to attend other schools or settings.

The Headteacher will only grant a **leave of absence** to a pupil during term time if the request meets the specific circumstances set out in the [2024 school attendance regulations](#). These circumstances are:

- Taking part in a regulated performance, or regulated employment abroad
- Attending an interview
- Study leave
- A temporary, time-limited part-time timetable
- Exceptional circumstances

A leave of absence is granted at the Headteacher's discretion, including the length of time the pupil is authorised to be absent for.

We define 'exceptional circumstances' as:

- Funeral of parent, grandparent or sibling
- Sudden loss of housing through eviction or domestic violence
- Serious illness of a close relative
- Out of school programmes such as music, arts or sport operating at a high standard of achievement and agreed by the LA – as appropriate
- Time-off relating to Child Entertainment Performances, subject to a license being issued by Education Social Work Service
- Verified religious observance
- Weddings of parents or sibling

Leave of absence will not be granted for a pupil to take part in protest activities during school hours.

As a leave of absence will only be granted in exceptional circumstances, it is very unlikely a leave of absence will be granted for the purposes of a term time family holiday.

The school considers each application for term-time absence individually, considering the specific facts, circumstances and relevant background context behind the request.

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

Other valid reasons for **authorised absence** include (but are not limited to):

- Illness (including mental-health illness) and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parent(s) belong(s). If necessary, the school will seek advice from the parent's religious body to confirm whether the day is set apart
- Parent(s) travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision
- If the pupil is currently suspended or excluded from school (and no alternative provision has been made)
- Other reasons the school may allow a pupil to be absent from the school site, which are not classified as absences, include (but are not limited to):
  - Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school
  - Attending another school at which the pupil is also registered (dual registration)

- Attending provision arranged by the local authority
- Attending work experience
- If there is any other unavoidable cause for the pupil not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the school premises are closed

We will not consider applications for leave during term time:

- At any time in September. This is very important as your child needs to settle into their new class at the start of the academic year as quickly as possible.
- During assessment and test periods in the school's calendar affecting your child.
- When a pupil's attendance record already includes any level of unauthorised absence or they have already been granted authorised leave within that academic year.

If leave of absence is authorised, the school will not provide work for children to do during their absence. Parents are however advised to read with their children and encourage them to write a diary while they are away.

## 5.2 Sanction

### Penalty Notices

The Headteacher (or someone authorised by them), local authority or the police can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a penalty notice.

If the school issues a penalty notice, it will check with the local authority before doing so, and send a copy of any penalty notice issued.

Before issuing a penalty notice, the school will consider the individual case, including:

- Whether the national threshold for considering a penalty notice has been met (10 sessions of unauthorised absence in a rolling period of 10 school weeks)
- Whether a penalty notice is the best available tool to improve attendance for that pupil
- Whether further support, a notice to improve or another legal intervention would be a more appropriate solution
- Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate

A penalty notice 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 5 days of a suspension or exclusion (where the school has notified the parents that the pupil must not be present in a public place on that day).

Each parent who is liable for the pupil's offence(s) can be issued with a penalty notice, but this will usually only be the parent/parents who allowed the absence.

The payment must be made directly to the local authority, regardless of who issues the notice. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

If issued with a **first** penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days.

If a **second** penalty notice is issued to the same parent in respect of the same pupil, the parent must pay £160 if paid within 28 days.

A **third** penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead.

## Summary

<b>Per Parent Per Child</b>	Penalty Notice Fines will be issued to each parent, for each child that was absent. E.g if you have 3 siblings absent for Term Time Leave, that would result in each parent receiving 3 separate fines.
<b>5 Consecutive Days of Term Time Leave</b>	Penalty Notice Fines will be issued for Term Time Leave of <b>5 or more consecutive days</b> . Inset training days are school days and can be included in the 5 or more consecutive days where there was intent to be absent for term time leave.
<b>10 Sessions of Unauthorised Absence in a 10 week period</b>	Penalty Notice Fines will be considered when there has been <b>10 sessions of unauthorised absence in a 10 week period</b> .
<b>First Offence</b>	The first time a Penalty Notice is issued for Term Time Leave, or Irregular Attendance, the amount will be: £160 per parent, per child (if paid within 28 days), this will be reduced to £80 per parent, per child (if paid within 21 days).
<b>Second Offence (within 3 years)</b>	The second time a Penalty Notice is issued for Term Time Leave, or Irregular Attendance, the amount will be: £160 per parent, per child (if paid within 28 days)
<b>Third Offence and any further offences (within 3 years)</b>	The third time an offence is committed for Term Time Leave or Irregular Attendance, a Penalty Notice will not be issued, and the case will be presented straight to the Magistrates Court. Magistrates' fines can be up to £2500 per parent, per child. Cases found guilty in Magistrates Court can show on the parents' future DBS certificate, due to 'failure to safeguard a child's education'.

## Notices to Improve

If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, the school may offer a notice to improve to give parents a final chance to engage with support.

Notices to improve will be issued in line with processes set out in the local code of conduct for the local authority area in which the pupil attends school.

They will include:

- Details of the pupil's attendance record and of the offences
- The benefits of regular attendance and the duty of parents under [section 7 of the Education Act 1996](#)
- Details of the support provided so far
- Opportunities for further support, or to access previously provided support that was not engaged with
- A clear warning that a penalty notice may be issued if attendance doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis
- A clear timeframe of between 3 and 6 weeks for the improvement period
- The grounds on which a penalty notice may be issued before the end of the improvement period

## 6. Strategies for Promoting Attendance

The foundation for good attendance is a strong partnership between the school, parents and the child. In order to achieve this the school will:

- Provide information on all matters related to attendance in our regular newsletter

- Report to you how your child is performing in school, what their attendance and punctuality rate is and how this relates to their attainment
- Set targets for the school and display these in the newsletter

Days Lane Primary School has established an effective system of incentives and rewards, which acknowledges the efforts of pupils and parents to improve their attendance and timekeeping.

Good attendance is celebrated weekly during our Celebration Assembly.

**Weekly:**

The class with the highest attendance each week receives a higher number of house points and the attendance trophy or teddy bear.

**Termly:**

At the end of each term pupils receive certificates for good attendance:

- a gold certificate for 100% attendance
- a silver certificate for 98- 99% attendance
- a bronze certificate for 96-97% attendance

100% Attendance at the end of the year - All pupils who have achieved a 100% attendance for the whole academic year will be entered in to a prize draw and one winner from EYFS/ KS1 and one from KS2 will be given cinema tickets for a family of four.

## **7. Supporting Pupils who are Absent or Returning to School**

### **7.1 Pupils absent due to complex barriers to attendance**

- The school SENCo and class teacher (including any other relevant members of staff) will meet with the pupil and parents and try to identify any barriers to learning and organise appropriate support to help them reintegrate
- Implement Bexley's Emotional School Based Avoidance resources and if necessary, implement an EBSA Support Plan, which will outline how to support the pupil
- An attendance contract may be put in place to support progress towards improved attendance
- School based interventions may be offered e.g. Sand therapy, Draw and Talk therapy, social interventions, Chill Club, Mindful Mornings etc.
- External referral for intervention may be offered to CAMHs, for Early Help or to an Educational Psychologist
- Pupils with intermittent absences can access lesson resources via Google Classroom

### **7.2 Pupils absent due to mental or physical ill health or SEND**

- When pupils are absent, or likely to be absent, for more than one week on medical grounds e.g. recovery from an operation, work will be set by staff. This can be accessed through their Google Classrooms.
- Where a pupil has an Education Health and Care Plan (EHCP) and their attendance falls, or the school becomes aware of barriers to attendance that related to the pupil's needs, the school will inform the local authority.
- The school SENCo and class teacher will meet with the pupil and parents and try to identify any barriers to learning and organise appropriate support to help them reintegrate
- If appropriate, the Attendance Policy will be implemented alongside the Children with Health Needs who cannot attend School and Children with Medical Conditions policies.
- Implement Bexley's Emotional School Based Avoidance resources and if necessary, implement an EBSA Support Plan, which will outline what support the school are offering

- An attendance contract may be put in place to support progress towards improved attendance
- School based interventions may be offered e.g. Sand therapy, Draw and Talk therapy, social interventions, Chill Club, Mindful Mornings etc.
- External referral for intervention may be offered to CAMHs, for Early Help or to an Educational Psychologist

### **7.3 Pupils returning to school after a lengthy or unavoidable period of absence**

- As soon as parents have informed the school of the expected return date the class teacher will arrange a re-integration meeting with both the parent and child before their return.
- If there are reasonable adjustments or an individual healthcare plan required, the appropriate staff will attend the reintegration meeting
- School based interventions may be offered e.g. Sand therapy, Draw and Talk therapy, social interventions, Chill Club, Mindful Mornings etc.

If a child is returning to school after a serious injury or illness, parents/carers should report to the school office to complete a risk assessment, particularly if the child needs adaptations put in place upon their return i.e. no PE lessons whilst on crutches, etc.

## **8. Attendance Monitoring**

### **8.1 Monitoring Attendance**

The school will monitor attendance and absence data (including punctuality) weekly, half-termly, termly and yearly, by the attendance officer, across the school and at an individual pupil, year group and cohort level.

The Educational Welfare Officer will be notified of children with less than 95% attendance and these children will be monitored weekly by them. Specific pupil information will be shared with the DfE on request.

The school has granted the DfE access to its management information system so the data can be accessed regularly and securely

Data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics.

The school will benchmark its attendance data at whole school, year group and cohort level against local, regional, and national levels to identify areas of focus for improvement, and share this with the trust board.

### **8.2 Analysing Attendance** The school will:

- Analyse attendance and absence data regularly to identify pupils, groups or cohorts that need additional support with their attendance, and
- Identify pupils whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence
- Conduct thorough analysis of half-termly, termly, and full-year data to identify patterns and trends
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

### **8.3 Using Data to Improve Attendance** The school will:

- Develop targeted actions to address patterns of absence (of all severities) of individual pupils, groups or cohorts that it has identified via data analysis

- Provide targeted support to the pupils it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence, and their families (see section 8.4 below)
- Provide regular attendance reports to class teachers to facilitate discussions with pupils and families, and to the trust board and school leaders (including the special educational needs coordinator, designated safeguarding leads and pupil premium lead).
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies
- Share information and work collaboratively with other schools in the area, local authorities and other partners where a pupil's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific pupils, where appropriate

#### **8.4 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. Reducing persistent and severe absence is central to the school's strategy for improving attendance.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:
  - Discuss attendance and engagement at school
  - Listen, and understand barriers to attendance
  - Explain the help that is available
  - Explain the potential consequences of, and sanctions for, persistent and severe absence
  - Review any existing actions or interventions
- Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant
- Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these pupils. In doing so, the school will sensitively consider some of the reasons for absence
- Implement sanctions, where necessary (see section 5.2, above)
- Send reminder letters to parents to inform them of when their child's attendance has fallen below the expected standard for that time of year
- The school typically follows the procedure outlined below in order to inform parents about their child's attendance:
  - Letter 1: This letter is to inform parents that their child's attendance has fallen below the expected percentage for that time of the academic year
  - Letter 2: Where attendance has not improved following letter 1, parents will receive a letter from the school's Education Welfare Officer regarding the need for improved attendance
  - In cases where attendance has consistently not improved, or the school recognises unusual patterns of absence, parents may be invited to attend a Surgery to meet with the school's senior leader responsible for attendance and the Education Welfare Officer

#### **9. Monitoring Arrangements**

This policy will be reviewed as guidance from the local authority and/or DfE is updated, and as a minimum annually by the senior member of staff responsible for attendance. At every review, the policy will be approved by the full board of trustees.

## **10. Links to other Policies**

This policy links to the following policies:

- Child Protection and Safeguarding Policy
- Behaviour Policy
- The codes are taken from the DfE's [guidance on school attendance](#).