



Joy Lane Foundation Primary School
Oysters SRP (ASD)
Oyster Bay Nursery

Attendance and punctuality policy

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Date Agreed	March 2023
Signed by Executive Headteacher	DJ Hines
Signed by Chair of Governors	Chris Graves
Date Policy to be Reviewed	March 2024

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1. Aims

We are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

- 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.

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

Joy Lane Primary School is committed to the continuous raising of achievement of all our pupils. Regular attendance is critical if our pupils are to be successful and benefit from the opportunities presented to them.

Joy Lane Primary School is part of the Coastal Alliance Co-Operative Trust and we work collaboratively together in an Attendance Group to address the barrier of poor school attendance.

2. Legislation and guidance

This policy meets the requirements of the [working together to improve school attendance](#) 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 \(and 2010, 2011, 2013, 2016 amendments\)](#) This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

3. Roles and responsibilities

3.1 The governing board

The governing board is responsible for:

- Promoting the importance of school attendance across the school'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 school
- Making sure staff receive adequate training on attendance
- Holding the Executive headteacher to account for the implementation of this policy

Mrs Paulette Stubbings JLPS Governor meets regularly with the attendance team in order to support and challenge the school approach and strategy

3.2 The Executive Headteacher

The Executive Headteacher and Head of School are responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- 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 designated senior leader responsible for attendance

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
- Arranging calls and meetings with parents to discuss attendance issues
- Delivering targeted intervention and support to pupils and families

The designated senior leader responsible for attendance is Mr Mark Ashley-Jones Head of School and can be contacted via 01227 261430

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 the local authority school liaison officers to tackle persistent absence
- Advising and working with the Executive Headteacher/Head of School (authorised by the headteacher) when to issue fixed-penalty notices

The attendance officer is Mrs Hayley Allen and can be contacted 01227 261430

3.5 Class teachers

Class teachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office by 9am and 1.30pm each day. Times may vary due to lunchtime arrangements and afternoon sessions.

3.6 School admin/office staff

School admin/office staff will:

- Take calls from parents and pupils about absence on a day-to-day basis and record it on the school system
- Transfer calls from parents and pupils to the Head of School, Attendance Officer or Safeguarding Officer in order to provide them with more detailed support on attendance

3.7 Parents/carers

Parents/carers are expected to:

- Make sure their child attends everyday/timetabled session on time
- Call the school to report their child's absence before 9am on the day of the absence and if your school expects this 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

3.8 Pupils

Pupils are expected to:

- Attend school every day on time
- Call the school to report their absence before 9am on the day of the absence and each subsequent day of absence

4. Recording attendance

4.1 Attendance register

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

We will take our attendance register at the start of the first session of each school day and once during the second session. 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:

- 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 8.50am on each school day.

The register for the first session will be taken at 8.55am and will be kept open until 9.25am. The register for the second session will be taken between 1.00 and 1.20pm as lunch and play times vary.

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 9am or as soon as practically possible by calling the school office staff (see also section 7).

Parents and carers must call the school absence line and leave a message if unable to speak to a member of staff.

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

If the authenticity of the illness is in doubt, the school may ask the pupil's parent/carer to provide 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.

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.

Any personal or emergency requests for leave of absence should be communicated by email to the Head of School and Attendance Officer

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 of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

4.4 Lateness and punctuality

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code

The children are able to enter the classrooms from 8.40am where a member of staff will be there to greet them. The school day begins at 8.50am and the register will be taken as soon as possible after this. Children arriving after 8.50am should report to the school office with their parent or carer. The registers close at 9am; any children arriving after this time without a reason for doing so will be regarded as being an unauthorised late arrival.

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: **Please also see APPENDIX 2, School Based Absence Intervention**

- Call the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school may instigate a consultation with Social Care
- 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

4.6 Reporting to parents/carers

The school will regularly inform parents about their child's attendance and absence levels via reports of achievement and individual calls if a persistent absentee. Joy Lane Primary School has adopted a whole school approach to attendance where excellent attendance is everybody's business. When an individual's attendance is a cause for concern the school follows a tiered approach to informing parents through letters of the next steps.

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

The Executive Headteacher will only grant a leave of absence to a pupil during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the Executive Headteacher's discretion, including the length of time the pupil is authorised to be absent for.

We define 'exceptional circumstances' as:

- Bereavement/terminal illness
- Weddings/civil partnerships-1 day only
- Medical appointments- not routine, proof of appointment will be required
- Religious observance
- Auditions and performing arts, music examinations etc
- Service personnel

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

Any request should be submitted as soon as it is anticipated and, where possible, at least 2 weeks before the absence. The Executive headteacher may require evidence to support any request for leave of absence especially if that pupil is classes as a persistent absentee.

Valid reasons for **authorised absence may also** include:

- Illness and medical/dental appointments (see sections 4.2 and 4.3 for more detail) Evidence may be required in some cases
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart
- Traveller pupils 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
- This is not an exhaustive list and all individual requests and circumstances will be discussed on their merit; however, the school's decision is final with no appeal process

5.2 Legal sanctions

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

If issued with a fine, or penalty notice, each parent must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

Penalty notices can be issued by the Executive headteacher, 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 an excluded 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.

As from the 1st September 2013 (updated November 2016), amendments to the 2006 regulations remove references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that all Executive Headteachers/Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Executive Headteacher's/Headteachers should determine the number of school days a child can be away from school if leave is granted due to exceptional circumstances.

If holiday is taken, the school will write to you to confirm that a penalty notice will be issued by the Kent County Council Enforcement Team. All further correspondence relating to the penalty will come from this department.

Penalty Notice Proceedings for Unauthorised Holiday/Leave Absence

- Penalty notices are issued in accordance with the Local Authority Code of Conduct
- Attendance Service receives a request for an unauthorised holiday of 10 or more school sessions (5 days)
- Attendance Services issue Penalty Notices (one per parent per child)
- If Penalty Notices is/are not paid within 28 days of issue the Attendance Service may instigate court proceedings.

Agreement to any request for exceptional leave is at the discretion of the Executive Headteacher acting on behalf of the school Governing Body (Education (Pupil Registration) (England) Regulations 2006)

The Executive Headteacher's decision is final and once the decision to not authorise the leave is taken, it cannot be authorised retrospectively.

If the absence is not authorised and the leave is taken anyway, the case will be referred to the Attendance Service who will issue a Penalty Notice for £120 or £60 if paid within 28 days to each parent for each child taken out of school.

The Executive Headteacher will consider requests for exceptional leave. There is no automatic right that these will be authorised. Each case will be considered individually and previous attendance records will be taken into account.

6. Strategies for promoting attendance

- Informal daily attendance monitoring between the attendance team at JLPS, triangulation between inclusion, well-being and safeguarding
- Weekly more formal attendance meetings between HA and MAJ to analyse data trends, generate letters and discuss underlying causes for poor attendance/persistent absenteeism
- Phone calls home and unannounced visits home for unexplained absence
- Advice and discussion with SLO on a regular basis
- Weekly agenda item on SLT agenda
- Tiered letter home and monitoring system
- Termly CaCot attendance meetings to discuss good practice, the latest legislation and share top tips to improve attendance amongst local schools
- Whole school approach in working together to improve pupil attendance such as tasking teachers/adults to use the 'nudge theory' to encourage better class attendance.
- Weekly attendance communication via the newsletter
- Weekly attendance figures shared with pupils during celebration assembly
- Attendance Ted award each Monday during Key Stage assemblies

7. Attendance monitoring

The school will proactively use data to identify pupils who are at risk of poor attendance. Through triangulation between safeguarding, the attendance officer and the Head of School Joy Lane Primary School will work with each identified pupil and their parents to understand and address the reasons for absence, including any in-school barriers to attendance. Where out of school barriers are identified school will signpost and support access to any required services in the first instance. If attendance issues persist school will take an active part in the multi-agency effort with local authority and other partners.

7.1 Systems and processes for monitoring attendance

The school will:

- Monitor attendance and absence data daily, weekly, termly and yearly across the school and at an individual pupil level through a process of triangulation, inclusion and with safeguarding
- Weekly attendance item on the SLT agenda, analysis of year group trends and subsequent support offered to staff
- Identify whether or not there are particular groups of children whose absences may be a cause for concern
- Regular discussions/advice sought from the School Liaison Officer
- Phone calls, nudging from school staff and home visits for unknown absentees and children who are persistently absent
- Tiered letter and meeting system that follows up poor attendance
- Home visits from the attendance and safeguarding team

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 school will compare attendance data to the national average, and share this with the governing board.

7.2 Analysing attendance

The school 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 school will:

- Provide regular attendance reports class teachers 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. **School will use the Summary table of responsibilities for school attendance document as guidance which applies from September 2022**

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers 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
- Identify whether or not there are particular groups of children whose absences may be a cause for concern
- Regular discussions/advice sought from the School Liaison Officer
- Phone calls, nudging from school staff and home visits for unknown absentees and children who are persistently absent
- Tiered letter and meeting system that follows up poor attendance
- Home visits from the attendance and safeguarding team

8. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum annually by Mr M Ashley Jones Head of School. At every review, the policy will be approved by the full governing board.

9. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy

Appendix 1: attendance codes

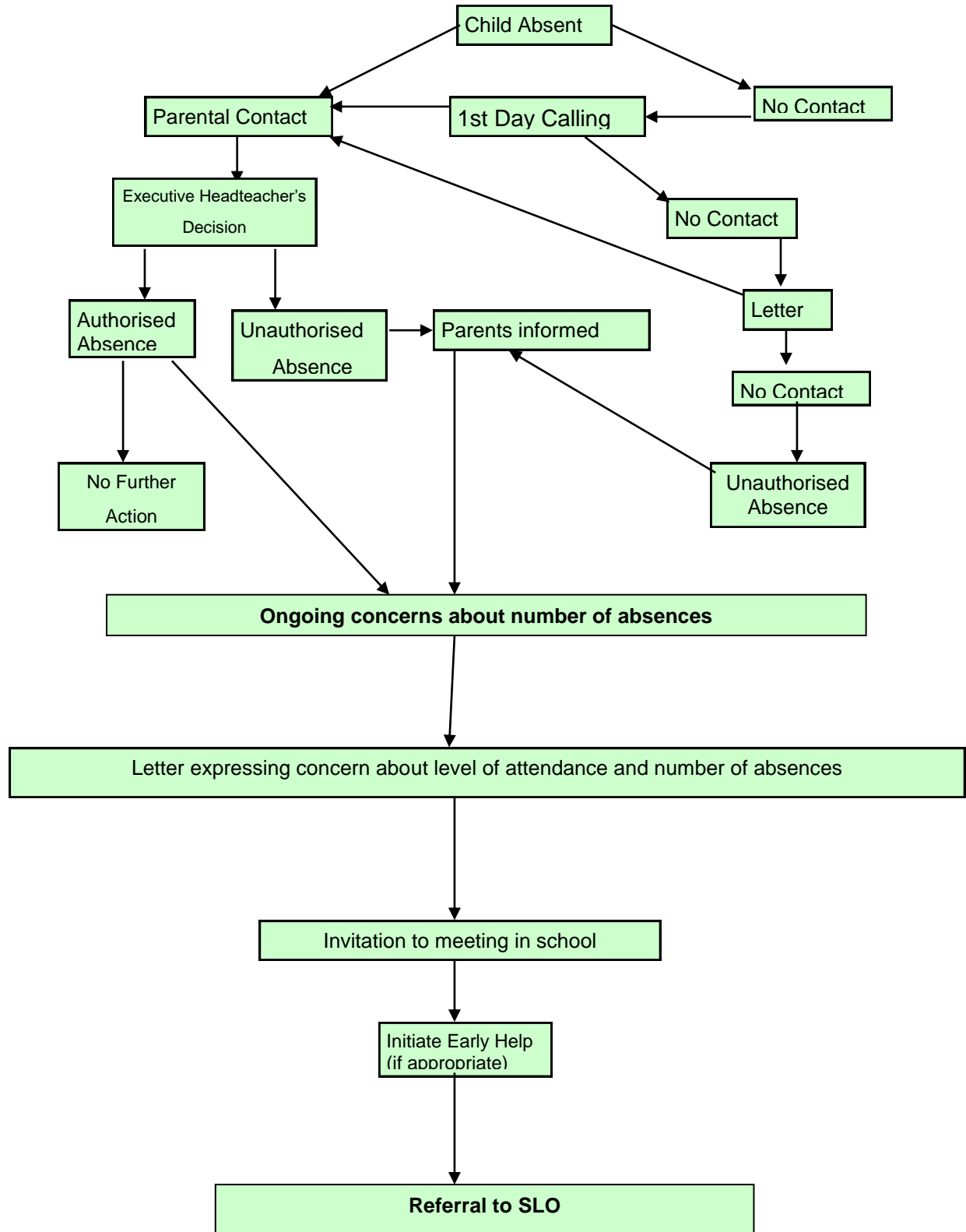
The following codes are taken from the DfE's guidance on school attendance.

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

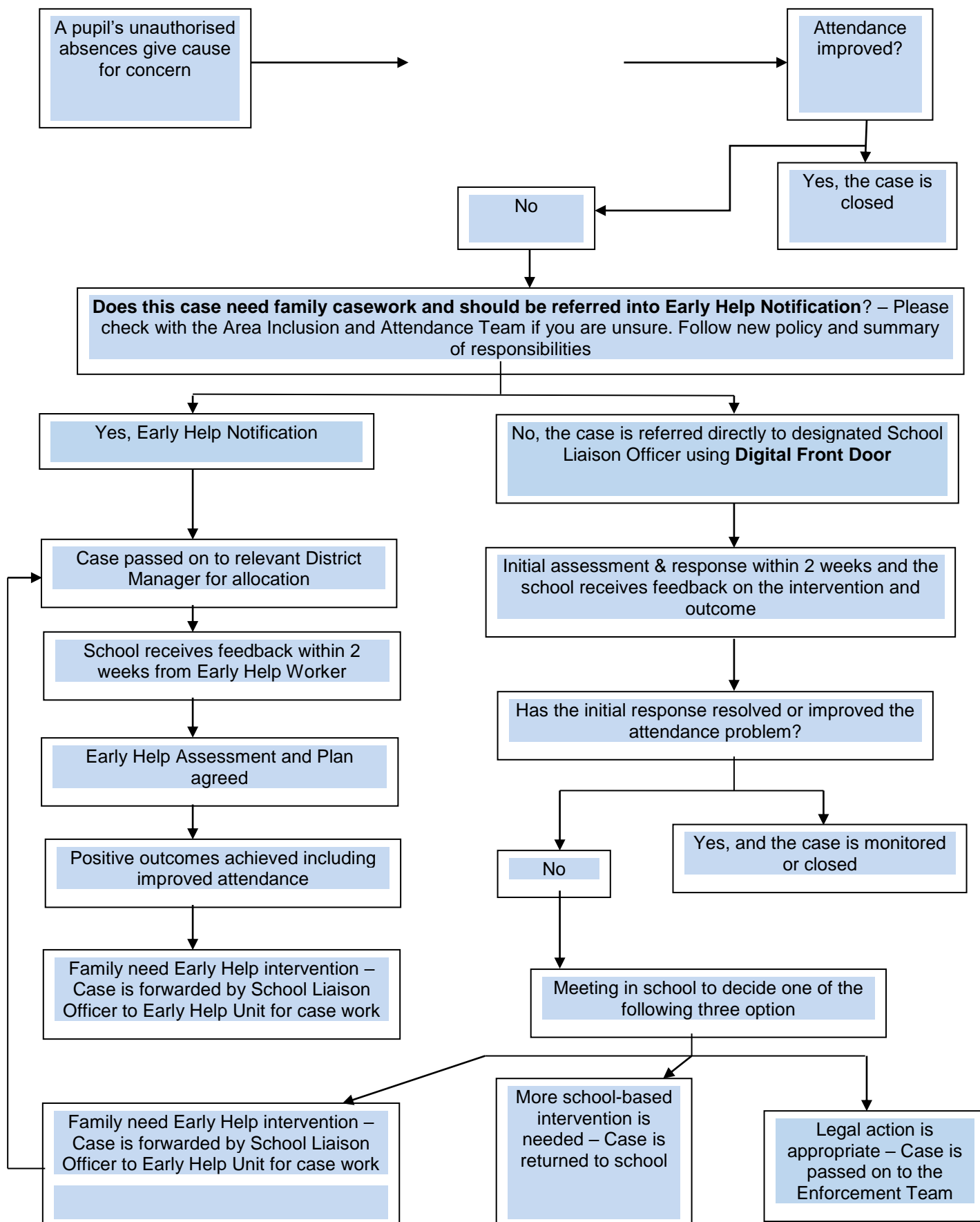
Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional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

Code	Definition	Scenario
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	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
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

School based absence intervention



Appendix 3





Appendix 4

Date:

No 1 Letter

Dear

Re

We are writing to express our concern that 's attendance has dropped to %.

As per our Attendance Policy we actively promote 100% attendance for all our pupils as this is fundamental to them having a fulfilling and successful experience at school, not only academically but also socially. Whilst we will always be understanding of factors that may mean a child cannot attend school, it is still our duty to inform you of our concerns at this stage as per our Attendance Policy.

In the first instance, we always request that you inform us of your child's absence for every day that they do not attend. If we do not hear from you, the School will contact you as per safeguarding guidelines to ensure your child is safe. If we are unable to ascertain a reason for their absence, then it will be marked as unauthorised. The registers are a legal document accessible by and reported to the Government's Department for Education.

We will continue to monitor the attendance of and hope to see an improvement over the next few weeks. If there is no improvement you will be required to meet with our Head of School, Mr Ashley-Jones.

We would always welcome contact from Parents and Carers to discuss any concerns. You are welcome to speak to any Staff Member, Class Teacher or Family Liaison Officer.

At Joy Lane we believe in a collaborative approach between school and home with our focus always being on the safety and wellbeing of the child.

Thank you for your kind attention in this important matter.

Yours sincerely

M. Ashley-Jones

Mr M Ashley-Jones

Mrs C. Graves



Head of School: Mr M Ashley-Jones

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Joy Lane Primary School

A Love of Learning, for Life, for All

Appendix 5a

Oyster Bay Nursery & Oysters SRP (ASD)

Executive Headteacher: Ms D J Hines

Head of School: Mr M Ashley-Jones

Date

Name

Address

Dear

Re:-.....Class

At Joy Lane Primary School, we constantly monitor attendance and punctuality to enable all children to achieve their full potential.

It has been noted that attendance is currently 88.2 %.

We therefore ask that you attend an appointment with Mr Ashley-Jones - Head of School, Mrs Janet Benjamin - Local Authority and Mrs Hayley Allen - Family Liaison/Attendance Officer at Joy Lane Primary School on:

Tuesday 5th February 2019 at 09.25 am

This will be a meeting to discuss strategies to improve your children's attendance and identify any further support you or your child may need. Please bring with you to the meeting, evidence of any medical conditions and details of medication relevant to your child so we are able to record this officially on their school record.

Please telephone the school office, on 01227 261430 to confirm that you are able to attend.

If you are unable to attend please be aware that the meeting will go ahead without you and a copy of the outcomes will be sent to you.

Yours sincerely

Mr. Ashley-Jones

Mr. M. Ashley-Jones
Head of School

Mrs C. Graves
Chair of Governors



Joy Lane Primary School

A Love of Learning, for Life, for All

Appendix 6 No 3 Letter

Oyster Bay Nursery & Oysters SRP (ASD)

Executive Headteacher: Ms D J Hines

Head of School: Mr M Ashley-Jones

Dear

Re:

We are sorry that you could not make the attendance meeting on .

The meeting went ahead in your absence and a copy of the meeting record is enclosed for your information.

At present 's attendance is % with sessions (days) absence.

As we continue to be concerned with 's attendance, we are now requesting that medical evidence is provided to cover any further absence. (i.e. copy of prescription, appointment card/letter or medication prescribed by your GP). Without this, further absence due to sickness may be recorded as unauthorised on 's record.

Any pupil with 10 unauthorised sessions (5 days) in a School term may be issued with a Penalty Notice or a referral to the Local Authority may be made.

Please do not hesitate to contact us if you wish to discuss this further.

Yours sincerely

Mr. Ashley-Jones

Mr M. Ashley-Jones
Head of School

Miss C. Graves
Chair of Governor

Joy Lane Primary School Attendance FLOWCHART



100 - 98%

Excellent school attendance that is celebrated three times per year at Christmas, Easter and at the end of the academic year.

- Parents/Carers receive a congratulatory letter and the child receives a certificate from the school
- Any absence for medical conditions are taken into account and this is dis-aggregated from the percentage

95% - 97%

As appropriate and depending on an individual's circumstances parents and carers;

- To be contacted by the class teacher or a member of the attendance team
- If appropriate send Attendance letter Number 1 as per Attendance Policy, penalty notice warning letter for unauthorized absence if no underlying issues

Below 95%

As appropriate and depending on an individual's circumstances parents and carers;

- Penalty Notice warning letter if no underlying issues
- Medical Evidence letter/Meeting Invite letter Number 2 if appropriate

PA - Below 90%

As appropriate and depending on an individual's circumstances parents and carers;

- Request for Penalty Notice should 10 unauthorised sessions of absence be reached
- Meeting Invite letter Number 2 and 3 – submit Pathway 5 notification if appropriate.
- Consider referrals to external agencies if appropriate

Severely Absent Below 80%

ATTENDANCE IS NOW CRITICAL WITH POTENTIAL SAFEGUARDING CONCERNS!

WHAT HAS BEEN DONE FOR YOUR CHILD?

Joy Lane Primary School will have;

- Implemented internal improvement strategies such as 'nudging' from the class teacher, telephone calls from MAJ/HA attendance team and additional support including home visits, meetings and the involvement of senior members of staff all of which have failed to improve attendance
- External referral to other agencies including referrals/ consultations with Children's Social Services, Police, Early Help, SLO and School Health



Department
for Education

Summary table of responsibilities for school attendance

**Guidance for maintained schools,
academies, independent schools, and
local authorities**

Published: May 2022

Applies from: September 2022

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About this document

This document summarises the attendance responsibilities for parents, schools, academy trusts and governing bodies, and local authorities which are outlined in the *Working together to improve school attendance* guidance.

This is guidance from the Department for Education (DfE). This guidance is nonstatutory, and has been produced to help schools, trusts, governing bodies, and local authorities maintain high levels of school attendance. Following public consultation earlier this year, and subject to Parliament, the Secretary of State has committed to this guidance becoming statutory when parliamentary time allows (this will be no sooner than September 2023).

The guidance should be read alongside the statutory guidance documents on parental responsibility measures, children missing education, supporting pupils at school with medical conditions, suspensions and exclusions, alternative provision, and safeguarding.

All pupils

Parents are expected to:	Schools are expected to:	Academy trustees and governing bodies are expected to:	Local authorities are expected to:
<p>Ensure their child attends every day the school is open except when a statutory reason applies.</p> <p>Notify the school as soon as possible when their child has to be unexpectedly absent (e.g. sickness).</p> <p>Only request leave of absence in exceptional circumstances and do so in advance.</p> <p>Book any medical appointments around the school day where possible.</p>	<p>Have a clear school attendance policy on the school website which all staff, pupils and parents understand.</p> <p>Develop and maintain a whole school culture that promotes the benefits of good attendance.</p> <p>Accurately complete admission and attendance registers.</p> <p>Have robust daily processes to follow up absence.</p> <p>Have a dedicated senior leader with overall responsibility for championing and improving attendance.</p>	<p>Take an active role in attendance improvement, support their school(s) to prioritise attendance, and work together with leaders to set whole school cultures.</p> <p>Ensure school leaders fulfil expectations and statutory duties.</p> <p>Ensure school staff receive training on attendance.</p>	<p>Have a strategic approach to improving attendance for the whole area and make it a key focus of all frontline council services.</p> <p>Have a School Attendance Support Team that works with all schools in their area to remove area-wide barriers to attendance.</p> <p>Provide each school with a named point of contact in the School Attendance Support Team who can support with queries and advice.</p> <p>Offer opportunities for all schools in the area to share effective practice.</p>

Pupils at risk of becoming persistently absent

Parents are expected to:	Schools are expected to:	Academy trustees and governing bodies are expected to:	Local authorities are expected to:
<p>Work with the school and local authority to help them understand their child's barriers to attendance.</p> <p>Proactively engage with the support offered to prevent the need for more formal support.</p>	<p>Proactively use data to identify pupils at risk of poor attendance.</p> <p>Work with each identified pupil and their parents to understand and address the reasons for absence, including any in-school barriers to attendance.</p> <p>Where out of school barriers are identified, signpost and support access to any required services in the first instance.</p> <p>If the issue persists, take an active part in the multi-agency effort with the local authority and other partners. Act as the lead practitioner where all partners agree that the school is the best placed lead service. Where the lead practitioner is outside of the school, continue to work with the local authority and partners.</p>	<p>Regularly review attendance data and help school leaders focus support on the pupils who need it.</p>	<p>Hold a termly conversation with every school to identify, discuss and signpost or provide access to services for pupils who are persistently or severely absent or at risk of becoming so.</p> <p>Where there are out of school barriers, provide each identified pupil and their family with access to services they need in the first instance.</p> <p>If the issue persists, facilitate a voluntary early help assessment where appropriate. Take an active part in the multi-agency effort with the school and other partners. Provide the lead practitioner where all partners agree that a local authority service is best placed to lead. Where the lead practitioner is outside of the local authority, continue to work with the school and partners.</p>

Persistently absent pupils

Parents are expected to:	Schools are expected to:	Academy trustees and governing bodies are expected to:	Local authorities are expected to:
<p>Work with the school and local authority to help them understand their child's barriers to attendance.</p> <p>Proactively engage with the formal support offered – including any parenting contract or voluntary early help plan to prevent the need for legal intervention.</p>	<p>Continued support as for pupils at risk of becoming persistently absent and:</p> <p>Where absence becomes persistent, put additional targeted support in place to remove any barriers. Where necessary this includes working with partners.</p> <p>Where there is a lack of engagement, hold more formal conversations with parents and be clear about the potential need for legal intervention in future.</p> <p>Where support is not working, being engaged with or appropriate, work with the local authority on legal intervention.</p> <p>Where there are safeguarding concerns, intensify support through statutory children's social care.</p> <p>Work with other schools in the local area, such as schools previously attended and the schools of any siblings.</p>	<p>Regularly review attendance data and help school leaders focus support on the pupils who need it.</p>	<p>Continued support as for pupils at risk of becoming persistently absent and:</p> <p>Work jointly with the school to provide formal support options including parenting contracts and education supervision orders.</p> <p>Where there are safeguarding concerns, ensure joint working between the school, children's social care services and other statutory safeguarding partners.</p> <p>Where support is not working, being engaged with or appropriate, enforce attendance through legal intervention (including prosecution as a last resort).</p>

Severely absent pupils

Parents are expected to:	Schools are expected to:	Academy trustees and governing bodies are expected to:	Local authorities are expected to:
<p>Work with the school and local authority to help them understand their child's barriers to attendance.</p> <p>Proactively engage with the formal support offered – including any parenting contract or voluntary early help plan to prevent the need for legal intervention.</p>	<p>Continued support as for persistently absent pupils and:</p> <p>Agree a joint approach for all severely absent pupils with the local authority.</p>	<p>Regularly review attendance data and help school leaders focus support on the pupils who need it.</p>	<p>Continued support as for persistently absent pupils and:</p> <p>All services should make this group the top priority for support. This may include a whole family plan, consideration for an education, health and care plan, or alternative form of educational provision.</p> <p>Be especially conscious of any potential safeguarding issues, ensuring joint working between the school, children's social care services and other statutory safeguarding partners. Where appropriate, this could include conducting a full children's social care assessment and building attendance into children in need and child protection plans.</p>

Support for cohorts of pupils with lower attendance than their peers

Parents are expected to:	Schools are expected to:	Academy trustees and governing bodies are expected to:	Local authorities are expected to:
Not applicable.	<p>Proactively use data to identify cohorts with, or at risk of, low attendance and develop strategies to support them.</p> <p>Work with other schools in the local area and the local authority to share effective practice where there are common barriers to attendance.</p>	Regularly review attendance data and help school leaders focus support on the pupils who need it.	Track local attendance data to prioritise support and unblock area wide attendance barriers where they impact numerous schools.

Support for pupils with medical conditions or SEND with poor attendance

Parents are expected to:	Schools are expected to:	Academy trustees and governing bodies are expected to:	Local authorities are expected to:
<p>Work with the school and local authority to help them understand their child's barriers to attendance.</p> <p>Proactively engage with the support offered.</p>	<p>Maintain the same ambition for attendance and work with pupils and parents to maximise attendance.</p> <p>Ensure join up with pastoral support and where required, put in place additional support and adjustments, such as an individual healthcare plan and if applicable, ensuring the provision outlined in the pupil's EHCP is accessed.</p> <p>Consider additional support from wider services and external partners, making timely referrals.</p> <p>Regularly monitor data for such groups, including at board and governing body meetings and with local authorities.</p>	<p>Regularly review attendance data and help school leaders focus support on the pupils who need it.</p>	<p>Work closely with relevant services and partners, for example special educational needs, educational psychologists, and mental health services, to ensure joined up support for families.</p> <p>Ensure suitable education, such as alternative provision, is arranged for children of compulsory school age who because of health reasons would not otherwise receive a suitable education.</p>

Support for pupils with a social worker

Parents are expected to:	Schools are expected to:	Academy trustees and governing bodies are expected to:	Local authorities are expected to:
<p>Work with the school and local authority to help them understand their child's barriers to attendance.</p> <p>Proactively engage with the support offered.</p>	<p>Inform the pupil's social worker if there are any unexplained absences and if their name is to be deleted from the register.</p>	<p>Regularly review attendance data and help school leaders focus support on the pupils who need it.</p>	<p>Regularly monitor the attendance of children with a social worker in their area.</p> <p>Put in place personal education plans for looked-after children.</p> <p>Secure regular attendance of looked-after children as their corporate parent and provide advice and guidance about the importance of attendance to those services supporting pupils previously looked after.</p>

Monitoring

Parents:	Schools:	Academy trustees and governing bodies:	Local authorities:
Schools regularly update parents on their child's attendance.	Ofsted considers schools' efforts to improve or sustain high attendance as part of inspections. Multi-academy trusts regularly review attendance data and support schools.	DfE Regions Group considers multi academy trusts' efforts on attendance as part of decision making. Ofsted considers governing bodies' efforts as part of inspections.	DfE Regions Group monitors local authority efforts as part of regular interaction.



Department
for Education

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