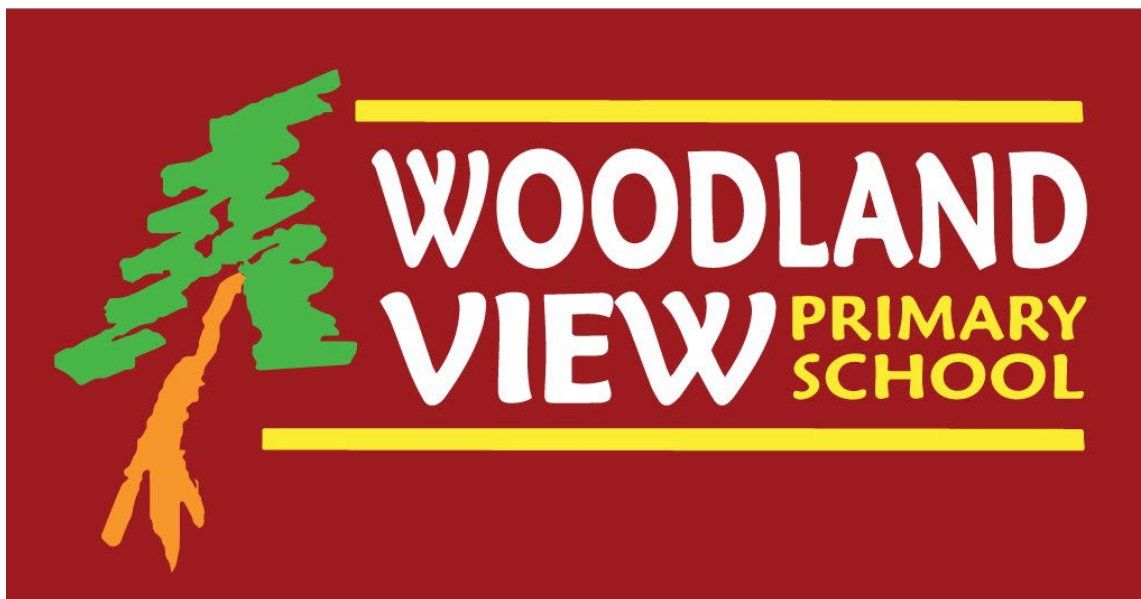


# Attendance and Punctuality Policy

Woodland View Primary School



Last reviewed on:	September 2025
Next review due by:	September 2027

## Introduction

At Woodland View Primary School it is our aim to encourage and assist pupils to achieve the highest possible levels of attendance and punctuality. We recognise the importance of regular attendance - 'attending on every occasion when a pupil is required to attend school' and believe that children can only learn effectively if they attend school regularly. It is also vitally important that children arrive at school on time.

Education provides a means of enhancement for all young people. Pupils need to attend regularly if they are to take full advantage of the opportunities available to them. It has been proven beyond doubt that consistent or persistent irregular attendance seriously impedes a pupil's life chances. It does so by disrupting continuity of learning, undermines the educational process and leads to underachievement and low attainment. This in turn can lead to pupils not fulfilling their true potential, being placed at risk and being drawn into anti-social or criminal behaviour.

Achieving high levels of attendance is the responsibility of everyone in the school community – pupils, parents, governors and all staff.

For more information on why your child's attendance is important, please visit the following Government information sites:

<https://educationhub.blog.gov.uk/2022/09/02/back-to-school-week-everything-you-need-to-know-about-school-attendance/>

<https://www.childrenscommissioner.gov.uk/back-into-school/resources-for-families/>

## Aims

We are committed to meeting our obligation 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 \(applies from 19 August 2024\)](#), through our whole-school culture and ethos that values good attendance, including:

- Setting high expectations for the attendance and punctuality of all pupils
- Promoting good attendance and the benefits of good attendance
- Making explicit our expectations for attendance levels
- 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 the importance of punctuality.

## The Law on Attendance

Under Section 444 of the 1996 Education Act a pupil is required to attend regularly\* at the school where they are a registered pupil.

In Education Law a parent is defined as a biological parent (wherever they live) and any adult who has day to day care of a child so can be grandparents, aunts, uncles.

*\*The Supreme Court defines regularly as 'in accordance with the rules prescribed by the school'. Therefore, it is the expectation that all children attending Woodland View Primary School attend everyday the school is open.*

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 7 of the [Education and Inspections Act 2006](#)
- > [The School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)
- > [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)
- > The [Equality Act 2010](#)

It also refers to:

- > [School census guidance](#)
- > [Keeping Children Safe in Education](#)
- > [Mental health issues affecting a pupil's attendance: guidance for schools](#)
- > [Ofsted's 2025 framework toolkit](#)

## **Working Together - Home School Partnership**

Improving attendance at Woodland View Primary School is the responsibility of everyone. Pupils, parents, governors and all staff.

**What we ask of pupils** – all pupils are expected to attend school every day, on time. Pupils who do experience attendance difficulties will be offered prompt and sympathetic support, initially from their class teacher, and if the need should arise, from the school pastoral team.

### **What we ask of parents/carers –**

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 responsible for ensuring that their child attends school regularly, punctually, properly dressed and equipped and ready to learn. Good sleep patterns, healthy eating and exercise all support good attendance and learning.

If a pupil is prevented for any reason from attending, parents are requested to notify the school on the first day of absence by 9:00am and each subsequent day of absence, advising when they are expected to return. If this does not happen, the school office will contact parents. Therefore, it is important that all personal details must be up-to-date with more than 2 emergency contacts. A pupil's absence from school will be considered unauthorised until a satisfactory explanation is received from the parent.

Parents will be informed promptly of any concerns which may arise over a pupil's attendance. Parents should avoid, if at all possible, making medical / dental appointments for their child during school hours. Holidays should not be taken in term time and requests for term time holidays will not be authorised.

We encourage parents to seek support at the earliest opportunity to improve and maintain good attendance. We have an experienced team who can assist both pupils and their families.

**In return the school will** – encourage good attendance and punctuality. We will employ a range of strategies to promote the importance of good attendance and punctuality and will investigate promptly all absenteeism, liaising closely with parents. School will support pupils and their families to overcome barriers, working with outside agencies where needed.

Attendance is the responsibility of all staff.

We will work 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

We will take a pupil's previous record of attendance into account when making decisions.

## **Recording attendance**

### **Registration Procedures**

It is a legal requirement that registers are taken at the beginning of a school session, morning and afternoon. It is also very important in the case of a fire or the evacuation of the school that there is an accurate record of which pupils are in the building. Registers are taken promptly by the class teacher.

Registers 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 a place other than school
- Absent
- Absent – unable to attend due to unavoidable causes

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 and ends at 3:15pm.**

Pupils must arrive in school by 8:55am on each school day.

The register for the first session will be taken at 8:45am and will be kept open until 9:15am. The register for the second session will be taken at 1:00pm and will be kept open until 1:15pm.

### **Lateness Procedures**

If a pupil misses the register, lateness should be recorded at the school office as soon as the pupil arrives.

A pupil who arrives late:

- If a pupil arrives after 8:55am but before 9:15am they will be given an 'L' code (Late before registers are closed), this does not affect attendance.
- If a pupil arrives after 9:15am they will be given a 'U' code (Late after registers are closed), this **does** affect attendance.

Parents/Carers will be asked to sign in their child using the late register, giving a reason for them being late.

If a pupil has a pattern of recorded late marks in any half term a letter will be sent home to parents.

Absence monitoring may also identify trends and patterns of lateness, which may cause concern (eg: pattern of lateness on Mondays). Where this is identified the school will contact the parents to discuss the situation.

## **Unplanned Absence**

Parents are expected to inform the school of the reason for the absence on the first day of an unplanned absence by 9:00am or as soon as practically possible, by calling the school office, who can be contacted via:

**Phone: 01604 765037**

**Email: [office@wvps.northants.sch.uk](mailto:office@wvps.northants.sch.uk)**

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. A telephone call will need to be made for every consecutive day of absence until a reason has been ascertained that can define the length of absence.

We will mark absence due to 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.

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.

## **Deciding whether Your child is too ill for school**

When a child indicates that they are not feeling well, it can be a very tricky task for a parent to decide whether they are well enough or not to attend. Thankfully, the NHS have compiled this very helpful guide to aid your decision.

Is my child too ill for school?

<https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>

We advise parents to evaluate their child's symptoms using the website as a guide.

## **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 via a Request for Absence in Term Time (see Appendix 1).

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.

The pupil's parent must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to 'Authorised and unauthorised absence' to find out which term-time absences the school can authorise.

## **Following up unexplained absence**

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

- Call the pupil's parent 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 conduct home visits and other agencies may be informed in order to safeguard the pupil.

Discretion will be used to ensure that vulnerable pupils or those with low attendance are prioritised when making contact.

- 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 the local authority school attendance support team.
- Where relevant, report the unexplained absence to other agencies who are involved with the pupil's care, such as a social worker.
- Where appropriate, offer support to the pupil and/or their parents to improve attendance
- Identify whether the pupil needs support from wider partners, as quickly as possible, and make the necessary referrals
- Where support is not appropriate, not successful, or not engaged with school may issue a notice to improve, penalty notice or other legal intervention as appropriate.

## Early Departures

If a pupil needs to be taken out of school for any reason during the school day, the school must be notified in advance. The pupil can be collected from the school office. Parents will be asked to sign the child out. If the pupil is returning to school, parents will be asked to sign them in. This will ensure the safety of the pupil at all times and is in-line with our child protection policy and procedures.

## Missing from Education

If a child is absent from school for 10 consecutive days without any contact being made between home and school, the child will be reported as 'Missing from Education' and we will make an immediate referral to the School Attendance Support Service (SASS) West Northamptonshire. During the 10 days of absence, the school will make every attempt to contact the parents through all contact details which the school has on record and will ensure that a home visit has been made. After 20 school days the school will request that SASS remove the child from the school role.

In order to prevent children becoming 'missing from education' parents are requested to inform the school directly of their proposed move and complete a mid-year transfer form for signature by the Headteacher.

## Reporting to parents

The school will regularly inform parents/carers about their child's attendance, punctuality and absence levels. Attendance will be highlighted during termly parent's evenings. Should there be any concerns about a child's attendance or punctuality, parents will be contacted sooner.

## Authorised and unauthorised absence

### 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
- Attending an interview for admission to another educational institution
- 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 one off events which are unavoidable, examples may include the death of a close relative, attendance at a funeral, a housing crisis which prevents attendance.

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

The school considers each application for term-time absence individually, taking into account 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 2 weeks before the absence, and in accordance with our leave of absence request form, accessible via our 'Attendance' section within the school website. A link can be found here:

<https://www.wvps.northants.sch.uk/attachments/download.asp?file=196&type=pdf>

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)

Absences from the school site (which are not classified as absences)

The headteacher will allow pupils to be absent from the school site for certain educational activities, or to attend other schools or settings. These are not classified as absences. Reasons 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

## **Strategies for promoting attendance**

Woodland View Primary School offers an environment in which pupils feel valued and welcomed. Our school's ethos aims to demonstrate that pupils feel that their presence in school is important, that they will be missed when they are absent/late and that follow up action will be taken. Good attendance may be acknowledged in a variety of ways.

Support and encouragement

- A member of the senior leadership will be always be on the gate each morning to welcome the children and families into school. They will actively celebrate pupils who are punctual and give supportive encouragement to those at risk of being late.
- Our family support worker and designated attendance lead will be visible to support children and families who are working hard to improve their attendance and punctuality.
- Weekly attendance analysis will highlight families who may need support and our family support worker may be in touch to check in and offer advice or practical support.

## **Supporting pupils with poor attendance**

Improving a pupil's attendance requires a collaborative approach between school staff and Parents – 'we are in it together!'

Children can feel anxious about school for lots of different reasons. They might be worried about making friends or fitting in, find schoolwork or lessons confusing, miss their parent or quite simply, feel tired. We have a team of passionate, highly-skilled and nurturing adults who are here to help every child overcome their worries.

Where out of school barriers are identified, we will signpost and support access to any required services, acting as guide to co-ordinate professionals.

Please don't hesitate to contact **Mrs Matsangou, Deputy Headteacher, our Family Support Worker, Mrs Taylor** (Phone: **01604 765037**) or any member of staff if you feel that your child is struggling with coming into school. We are here to help.

Where support has not been successful due to resistance or lack of engagement, we may have no choice but to make use of the potential sanctions – including, but not limited to, those listed below – to tackle poor attendance. Decisions will be made on an individual, case-by-case basis.

### **Education supervision order**

In cases where voluntary early help plans have been unsuccessful, we may work with the local authority to issue an education supervision order. If an education supervision order is considered, the local authority will inform the parent(s) in writing and will set up a meeting.

An education supervision order is a formal intervention but **not** criminal prosecution.

An education supervision order initially lasts for 1 year, but it can be extended within the last 3 months for a period of up to 3 years at a time.

In cases where parents persistently fail to meet the directions given under the education supervision order, they may be liable to a fine of up to £1,000 upon conviction.

### **Notice 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.

A notice 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.

It 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, or prosecution considered, 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

### Penalty notices

The headteacher (or a deputy or assistant headteacher, authorised by the headteacher), 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, we will check with the local authority before doing so, and send the local authority 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

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.

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). These penalty notices are not included in the National Framework, not subject to the same considerations about support being provided, and do not count towards the limit as part of the escalation process.

In these cases, the parent must pay £60 within 21 days, or £120.

## **Supporting pupils who are absent or returning to school**

Class teachers will follow up any period of absence with a warm welcome back to school, showing care for the pupil and parent. This may include a short conversation to clarify the reason for an absence.

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

We are committed to supporting pupils who are absent due to complex barriers to attendance through a compassionate, individualised approach. We work closely with families and external agencies to understand and address the underlying challenges. Our response includes regular communication, tailored pastoral support, flexible reintegration plans, and access to learning materials to minimise disruption to education. By maintaining strong relationships and early intervention, we aim to remove barriers and help every child feel safe, valued, and ready to return to school.

## **Absence due to mental or physical ill health/ special educational needs and/or disabilities**

Many children will experience normal but difficult emotions that make them nervous about attending school, such as worries about friendships, schoolwork, school tests or variable moods. It is important to note that these pupils are still expected to attend school regularly - in many instances, attendance at school may serve to help with the underlying issue as being away from school might exacerbate it, and a prolonged period of absence may heighten anxious feelings about attending in future. Woodland View Primary School will work alongside our families to ensure that such circumstances do not act as a barrier to regular attendance. Some pupils face more complex barriers to attendance. This can include pupils who have long term physical or mental health conditions or who have special educational needs and disabilities (SEND). Their right to an education is the same as any other pupil and therefore the attendance ambition for these pupils is the same as it is for any other pupil but additional support may need to be provided. Where a pupil has an education health and care (EHC) plan 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.

## **Prolonged absence for children in the EYFS**

In cases of prolonged absence, or when a child is absent without notification, we will attempt to contact the child's parents and alternative emergency contacts.

When deciding whether a child's absence should be considered prolonged, we will consider the:

- Patterns and trends in the child's absences and their personal circumstances
- Vulnerability of the child and their parents, as well as the circumstances of their home life

We will also implement our safeguarding procedures (see our child protection/safeguarding policy and refer any concerns to local children's social care and/or request a police welfare check.

## **Attendance Monitoring and Evaluation**

### **Monitoring attendance**

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

Specific pupil information will be shared with the DfE on request.

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 governing board.

### **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

### **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 we have identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence, and their families
- Provide regular attendance reports to class teacher, to facilitate discussions with pupils and families, and to the governing board and school leaders (including special educational needs co-ordinator, designated safeguarding lead 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

## **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

## **Roles and Responsibilities**

### **The Governing Board**

The governing 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 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 Headteacher**

The headteacher is responsible for:

- The 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, and/or authorising the designated senior leader responsible for attendance 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 (EHC) plan 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

### **The designated senior leader responsible for school attendance**

The designated senior leader 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 Amanda Matsangou** and can be contacted via:

**Phone: 01604 765037**

**Email: [amandajane.matsangou@wvps.northants.sch.uk](mailto:amandajane.matsangou@wvps.northants.sch.uk)**

### **The school attendance support team**

- The school attendance support is responsible for:
- Monitoring and analysing attendance data
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance
- Working with the local authority school attendance support officer to tackle persistent absence
- Advising the headteacher/ deputy headteacher (authorised by the headteacher) when to issue fixed-penalty notices

### **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. Teachers will be a smiley, welcoming face on the classroom door each morning. They will identify children who are reluctant to attend or who demonstrate distress and work with parents/carers and the attendance lead to designate support.

### **School office staff**

School office staff will:

- Take calls from parents/carers about absence on a day-to-day basis and record it on the school system
- Transfer calls from parents/carers to the family support worker or attendance lead where appropriate, in order to provide them with more detailed support on attendance
- Offer a warm and friendly welcome should a child arrive at the school office due to lateness and ask the parent/carer to sign the child in, providing a reason for the lateness.

## Support for Parents

Young Minds – School Anxiety

- <https://www.youngminds.org.uk/parent/parents-a-z-mental-health-guide/school-anxiety-and-refusal/#:~:text=Young%20people%20can%20feel%20anxious,their%20relationships%20with%20teachers%20difficult.>

NHS – IS my child too ill for school?

- <https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>

## Monitoring arrangements

This policy will be reviewed as guidance from the local authority and/or DfE is updated, and as a minimum every 3 years by Deputy Headteacher and designated senior leader for attendance. At every review, the policy will be approved by the full governing board.

## Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour and Anti-bullying policy
- Supporting pupils with medical conditions



Caroline Chisholm School Cluster

## REQUEST FOR ABSENCE IN TERM TIME

Parents may request absence in term time in exceptional circumstances only

Under current government legislation, the school is unable to allow absence in term for the purpose of a holiday under any circumstances. Please be aware that any holiday in term time will be treated as unauthorised and could result in a fine of £60 per child, per parent, being issued by Northamptonshire County Council. The regulations do allow the school to continue to authorise absence in "exceptional circumstances".

Reason for the planned absence request in exceptional circumstances	Please give details of circumstances (Please continue overleaf as required)
Medical (Appointment of ½ day or more absence only)	
Religious/Faith Observance	
Bereavement /Compassionate	
Family Wedding/Civil Partnership Date and location of ceremony	
Family Crisis	
Examinations off-site	
Educational Opportunity Sport & Performance Activities	
Attendance required by other public organisation including a school	
Family Relocation visit	
Other exceptional reason for absence	

Child's Name		Class/Tutor Group	
Dates requested from		to	
Parent/Carer signature		Print Name	
		Date	
		Total school days missed	

### School Authorisation Section

Number of school days authorised absence	
Dates of authorised absence	
Number of school days unauthorised absence	
Dates of unauthorised absence	
Signed	Date
Print name Mark Horsley	Position Headteacher

School authorisation stamp

*Parents should retain their copy of the authorisation in case they are required to prove their child has authorised absence during term time.*

## Appendix 2

Code	Definition	Scenario
/	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>Attending a place other than the school</b>		
K	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Attending work experience	Pupil is on an approved work experience placement
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Pupil is attending a session at another setting where they are also registered
<b>Absent – leave of absence</b>		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Pupil is at a medical or dental appointment
J1	Interview	Pupil has an interview with a prospective employer/educational establishment
S	Study leave	Pupil has been granted leave of absence to study for a public examination
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
C2	Part-time timetable	Pupil is not in school due to having a part-time timetable

<b>C</b>	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
<b>Absent – other authorised reasons</b>		
<b>T</b>	Parent travelling for occupational purposes	Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
<b>R</b>	Religious observance	Pupil is taking part in a day of religious observance
<b>I</b>	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
<b>E</b>	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
<b>Absent – unable to attend school because of unavoidable cause</b>		
<b>Q</b>	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
<b>Y1</b>	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
<b>Y2</b>	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
<b>Y3</b>	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
<b>Y4</b>	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
<b>Y5</b>	Criminal justice detention	Pupil is unable to attend as they are: <ul style="list-style-type: none"> <li>• In police detention</li> <li>• Remanded to youth detention, awaiting trial or sentencing, or</li> <li>• Detained under a sentence of detention</li> </ul>
<b>Y6</b>	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
<b>Y7</b>	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
<b>Absent – unauthorised absence</b>		

<b>G</b>	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
<b>N</b>	Reason for absence not yet established	Reason for absence has not been established before the register closes
<b>O</b>	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
<b>U</b>	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
<b>Administrative codes</b>		
<b>Z</b>	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
<b>#</b>	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays