

Wood End Primary School



Working together today for a brighter tomorrow

Attendance Policy

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1. Aims

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

- Setting high expectations for the attendance and punctuality of all pupils
- Promoting good attendance and the benefits of good attendance
- Reducing absence, including persistent absence and severe absence
- Ensuring every pupil has access to 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
- Promoting punctuality

At Wood End we consider attendance of

- 100% to be excellent
- 97 – 99% to be very good
- 96% to be good
- 93 – 95.9% to be below national average
- 90 – 92% to be a cause for concern
- less than 90% to be unacceptable persistent absence
- 50% or less is severe absence

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 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
 - 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 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
- A link governor for attendance is identified who monitors the implementation and impact of this policy

3.2 The headteacher

The headteacher is 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 strategies
- Issuing fixed penalty notices, where necessary
- 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, 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

3.3 The designated senior leader responsible for 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 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 Sonia Sharma and can be contacted via 01902 558940

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
- Arranges calls and meetings with parents to discuss attendance issues
- Working with education welfare officers to tackle persistent absence
- Advising the headteacher when to issue fixed-penalty notices

The attendance officer role is carried out by H Farley who is the Pupil and Family Support Officer (PFSO) she can be contacted via 01902 558940

3.5 Class teachers

Class teachers are responsible for recording attendance for both morning and afternoon sessions daily, using the correct codes, and submitting this information to the school office on the same day.

3.6 Office staff

Office staff are expected to

- take calls from parents / carers about absence on a day-to-day basis and record it on the school system
- Transfer calls from parents to the PFSO to provide them with more detailed support on attendance

3.7 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/carers are expected to:

- Make sure their child attends every day on time
- Call the school to report their child's absence before 8:45am 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 (and ensure that these are kept up to date)

- 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 Mrs H Farley, who can be contacted via the school office

3.8 Pupils

Pupils are expected to:

- Attend school every day on time – enabling themselves to be prompt

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, 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:

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

We will keep every entry on the attendance register for 6 years after the date on which the entry was made.

Pupils must arrive on each school day as follows

	Arrive	Register for the first session will be taken at
Reception, Y1, Y2, Y3, Y4, Y5 and Y6	8.30 – 8.40am	8:40am
Nursery	8.45 – 8.55am	8:55am

The register for the second session will be taken at the beginning of the session for each class. If pupils are not present at this point, they will be recorded as absent. The record will be amended to late if they should arrive after this point.

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 8:45am or as soon as practically possible by calling the school office (see also section 7).

Parents can notify the school by phone, (leaving answering machine message if necessary) email or in person to the member of staff at the gate. Verbal messages on the parent's behalf from an adult relative or representative such as a childminder or friend may be accepted at the school's discretion on the first day of absence – subsequent absences must be explained by the parent. Verbal messages from children, e.g. siblings, will not be accepted.

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.

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.

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

Parents of children whose attendance is below 95% may be asked to provide medical evidence.

4.3 Planned absence

Attending a medical or dental appointment will be counted as authorised if the pupil's parent/carer notifies the school in advance of the appointment. Evidence of medical or dental appointments will need to provide prior to the appointment or immediately on return to school.

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. Children should be brought back to school after appointments, if the child returns for part of a session, the attendance code will be changed to 'late (L)'. If the appointment is later in the morning, then children should be brought into school in the first instance, to receive their attendance mark.

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
- A pupil who arrives 30 minutes after registration time will be marked absent, using the appropriate code (this will count as an absence on the pupil's attendance register)

Schools will actively discourage late arrival, be alert to patterns of late arrival and seek an explanation from the parent. Punctuality will be monitored weekly.

If punctuality becomes a recurring concern;

- A letter will be sent to parents identifying the concern.
- Parents will be invited to attend a meeting in school with Mrs Farley
- Parents will be offered an Early Help Assessment to support the family with improved punctuality
- Referral will be made to the Education Welfare Officer.

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:

Day one:

- After 8:45am, for pupils for whom no message has been received, Mrs Farley will call parents to ascertain why their child is absent. She will ask the reason for the absence and parents are expected to provide as much detailed information as possible. This will enable school to decide whether the absence can be authorised. If the absence will not be authorised, the parent/carer will be informed.
- In the case of minor ailments, the parent/carer will be encouraged to send the child in with an assurance that school staff will monitor their child closely. If there has been a pattern of specific symptoms in the school, such minor illnesses may be treated as a valid reason for absence.
- Identify the correct attendance code to use and input it to the register as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session
- If Mrs Farley is unable to make contact an answerphone message will be left, and a text sent to the mobile number provided by the parent/carer. If the school cannot reach any of the pupil's emergency contacts, the school may carry out a home visit
- 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 or contact police.

Continued absence:

- Parents should notify school of reasons for absence on each day. If no message is received Mrs Farley will send a message requesting an update. If no message has been received by the third day a call will be made.
- Our school will notify the local authority of any child who fails to attend school regularly or has been absent without the school's permission for a continuous period of 10 school days or, more at such intervals as are agreed by the school and the local authority.
- Our school will also notify the local authority when a pupil's name is to be deleted from the admission register under any of the fifteen grounds set out in the Education (Pupil Registration) (England) Regulations 2006 as amended. The notice will be given as soon as the ground for deletion is met and no later than the time at which the pupil's name is deleted from the register.
- Our school will only delete a pupil's name from the admission register under regulation 8(1), sub-paragraph (f)(iii) or (h)(iii) if our school and the local authority have failed to establish the pupil's whereabouts after jointly making reasonable enquiries.

School will follow up all unexplained and unexpected absences in a timely manner. Every effort will be made to establish the reason for a pupil's absence, making additional home visits where necessary.

4.6 Reporting to parents/carers

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

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
- Attending an interview
- 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

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

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

The school considers each application for term-time absence individually, considering 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 four 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.

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 parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart
- Parents 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

If the school is not satisfied with the reason given for absence it will be recorded as unauthorised.

Unauthorised reasons include the following, (school will also use the following categories to record absences via the school census):

- Holiday not authorised by the school, or more than the period determined by the headteacher
- If a school does not authorise a leave of absence for the purpose of a holiday but the parents still take the child out of school, or the child is kept away for longer than was agreed, the absence is unauthorised. The regulations do not allow schools to give retrospective approval. If the parents did not apply for leave of absence in advance, the absence must be recorded as unauthorised.

- Arrived in school after registration closed
- Reason for absence not yet provided

Further examples of reasons for an absence that would be classed as unauthorised at Wood End include:

- School clothing in the wash.
- Head lice.
- Children at a different school that is closed that day.
- Child not wanting to come to school.

5.2 Legal sanctions

Our school will make use of the full range of 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.

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 it 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.

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

In school we will promote positive attendance by using strategies including:

- Communication of expectations with parents of new children registering with school
- Communication of change in expectations / policy with existing parents during the summer term prior to the beginning of the new academic year
- Sharing attendance thresholds with parents as percentages and the number of school days this equates to

- Weekly update of class attendance percentage for children in Special Mentions Assembly
- Reporting class attendance on newsletter
- In school display board sharing attendance figures
- Termly certificates for children with attendance of 100%
- Termly reward for children with 100% attendance
- 1 week drive to encourage daily attendance / punctuality in Autumn & Spring
- Sharing positive improvement in attendance with parents
- Having a named contact – Hayley Farley (Pupil Family Support Officer -PFSO)
- Inform parents of their concern in a timely manner.
- Following EBSNA pathway (Emotion based non-school attendance)
- Meeting with parents of non-compulsory age children in the term prior to becoming compulsory where attendance data suggests early intervention would be beneficial

7. Supporting pupils who are absent or returning to school

7.1 Pupils absent due to complex barriers to attendance

Whilst any child may occasionally have time off school because they are too unwell to attend, sometimes they can be reluctant to attend school. Any barriers preventing regular attendance are best resolved between the school, the parents and the child. If a parent thinks their child is reluctant to attend school, then we will work with that family to understand the root problem and provide any necessary support.

Where out of school barriers are identified, we will signpost and support access to any required services in the first instance and act as lead practitioner if attendance is the only issue.

If the issue persists, we will take part in the multi-agency effort with the local authority and other partners. We will also consider if a case meets the local threshold for formal early help/family support, this includes conducting the early help assessment.

Where outside agencies are supporting the family, you may be invited to attend a Team Around the Family meeting (TAF) to consider what works well and what needs to improve. An individual support plan will be agreed and subsequently reviewed.

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

Some pupils face greater barriers to attendance than their peers. These can include pupils who suffer from long-term medical conditions or who have special educational needs and disabilities, or other vulnerabilities. High expectations of attendance remain in place for these pupils; however we will work with families and pupils to support improved attendance whilst being mindful of the additional barriers faced. We can discuss reasonable adjustments and additional support from external partners, where appropriate.

Under the DfE's statutory guidance, schools are required to submit a sickness return to the Local Authority for all pupils who have missed/are likely to miss 15 or more school days (consecutive or cumulative) due to medical reasons/illness.

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.

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

Where a pupil has been absent for a lengthy or unavoidable period of absence, the school will discuss with families any reasonable adjustments the child may need on returning to school. The school will also gather information about the child's circumstances to be able to provide a supportive environment.

8. Attendance monitoring

The PFSO monitors pupil absence daily.

8.1 Monitoring attendance

The school will:

- Monitor attendance and absence data 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.

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 governing board.

8.2 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 (This support will also be offered to parents of noncompulsory age children in the term prior to becoming compulsory where attendance data suggests early intervention would be beneficial)
- 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 school leaders, to facilitate discussions with pupils and families
- Use data to monitor and evaluate the impact of any interventions put in place 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 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
- 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)

Continued Absence will be followed up by procedures including:

If a pupil's attendance drops to below 96% threshold;

Parents will receive a letter with notification of absence figure and the concern (appendix 1)
During the following 4 weeks their attendance figure will be closely monitored.

If there is no improvement or their attendance figure continues to drop:

- Parents will receive a second letter (appendix 2)

If there is no improvement or their attendance figure continues to drop:

- Parents will receive a third letter (appendix 3) inviting them to a meeting with the PFSO (Mrs Farley) and EWO

If there is further deterioration in attendance figures to below 90%:

- Parents will receive a letter (appendix 3a) explaining that the child is now identified as being persistently absent and inviting them to a meeting with the PFSO (Mrs Farley) and EWO

If parents do not attend the scheduled meeting:

- Parents will receive a letter with notification of consequences from the Headteacher

If there continues to be no or little improvement

- Parents will receive letter of consequences and information from EWO.

Home visits and telephone calls may be implemented by school or the EWO during this process.

Persistent Absence

If attendance falls below 90%

- Parents will receive a letter with notification of absence figure and the concern
During the following 4 weeks their attendance figure will be closely monitored.
- An offer of an Early Help Assessment to support the family with improved school attendance
- A referral to the Local Authority regarding continued absences.
- A referral to the Local Authority Vulnerable Pupils' Team.

Although pupils under 5 are non-compulsory the above internal school procedures will be applied


8. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum annually by the headteacher. At every review, the policy will be approved by the full governing body.

9. Links with other policies

This policy is linked to our:

- Child protection and safeguarding policy
- Behaviour Policy

Wood End Primary School	
Attendance Policy – Appendix A Absence and attendance Codes	


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

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
Attending a place other than the school		
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
Absent – leave of absence		

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
C	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
Absent – other authorised reasons		
T	Parent travelling for occupational purposes	Pupil is a ‘mobile child’ who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
Absent – unable to attend school because of unavoidable cause		
Q	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

Y1	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
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	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
Y4	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Pupil is unable to attend as they are: <ul style="list-style-type: none"> • In police detention • Remanded to youth detention, awaiting trial or sentencing, or • Detained under a sentence of detention
Y6	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
Absent – unauthorised absence		
G	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes
O	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
U	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session

Administrative codes		
Z	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays

<h1>Wood End Primary School</h1>	
<p>Appendix 1 Letter for absence falling under 96%</p>	

Children are absent from school for a variety of reasons. Often this includes unavoidable illnesses and other essential absences. We appreciate that you may have contacted school on these occasions to keep us updated and we hope this continues.


As you are no doubt aware, research shows that regular attendance is considered to be an important factor in raising children's achievement in school.

As your child's attendance is below the national average of 96%, we are writing to bring this to your attention and ask for your on-going support in order to rectify or improve this situation. Your child's attendance is currently xxxx%.

Attendance is checked weekly with our Education Welfare Officer and if an improvement cannot be seen you will be invited into school to discuss any issues.

At this point I would like to inform you that it is your responsibility to contact school on every day of absence and that all absences may be treated as unauthorised unless you provide proof, for example: hospital appointment cards, doctors' appointments text notifications or copies of prescriptions.

If we can provide any further support or advice, please do not hesitate to contact us.


<h1>Wood End Primary School</h1>	
<h2>Appendix 2</h2> <h3>Letter for absence remaining under 96%</h3>	

We have previously written to you about our concerns regarding XXXXXX's attendance and as you will note from the attached Registration Certificate it has decreased further in recent weeks. Parents must contact the school office on each day of any absence stating the reason for non-attendance.

School is required to record reasons for all absences.

- Where good reason is given, supported by evidence, these absences are recorded as authorised and no further action is taken.
- Where the reason is not known or where the reason is not fully explained or evidenced, these absences are recorded as 'unauthorised'. These marks are considered as truancy and are followed up by the Education Welfare Officer who may recommend that the Local Education Authority start legal proceedings. Legal proceedings can be taken if a child has unauthorised absences and their attendance falls below 90%.
- Additionally, any Leave of Absence during term time (for example, a holiday) will be recorded as unauthorised, unless there are evidenced exceptional circumstances for the request.

I would remind you that regular and punctual attendance at school is essential for pupils to maximise their educational opportunities. Currently your child's attendance is % which is unacceptable and needs to improve.


<h1>Wood End Primary School</h1>	
<p>Appendix 3</p> <p>Letter of invite for absence remaining under 96%</p>	

We have previously written to you about our concerns regarding XXXXXX's attendance and as you will note from the attached Registration Certificate it is unacceptably low. Your child's attendance has been monitored for a period of time. Their attendance is currently ____%.

I would like you to attend a meeting with myself and Mrs Roe our Education Welfare Officer _____ on _____ at _____ to discuss attendance. The assessment is designed to be supportive in order to improve attendance, and avoid any legal proceedings.

At the meeting you might like to mention any concerns or worries you have regarding your child.

At this point I would also like to remind you that any future absences may be recorded as unauthorised unless you provide a doctor's note, proof of hospital appointments or packaging from prescribed antibiotics.

<h1>Wood End Primary School</h1>	
<p>Appendix 3a</p> <p>Letter of invite for absence falling under 90%</p>	

We have previously written to you about our concerns regarding **XXXXXX's** attendance and as you will note from the attached Registration Certificate it is unacceptably low. Your child's attendance has been monitored for a period of time. Their attendance is currently ____% which puts them into the category of Persistent Absentee.

I would like you to attend a meeting with myself and Mrs Roe our Education Welfare Officer _____ on _____ at _____ to discuss attendance and an Early Help Assessment. The assessment is designed to be supportive in order to improve attendance and avoid any legal proceedings. Failure to attend this meeting may result in a referral to the Local Authority.

At the meeting you might like to mention any concerns or worries you have regarding your child.

At this point I would also like to remind you that any future absences may be recorded as unauthorised unless you provide a doctor's note, proof of hospital appointments or packaging from prescribed antibiotics.