

Manor Primary School

**Part of
Leading Learners
Multi Academy Trust**



Attendance and Punctuality Policy 2026-2027

Approved by:	SLT	
Last reviewed on:	September 2026	
Next review due by:		

The importance of school attendance

Improving attendance is everyone's business. The barriers to accessing education are wide and complex, both within and beyond the school gates, and are often specific to individual pupils and families. The foundation of securing good attendance is that school is a calm, orderly, safe, and supportive environment where all pupils want to be and are keen and ready to learn.

Some pupils find it harder than others to attend school and therefore at all stages of improving attendance, schools and partners should work with pupils and parents to remove any barriers to attendance by building strong and trusting relationships and working together to put the right support in place. Securing good attendance cannot therefore be seen in isolation, and effective practices for improvement will involve close interaction with schools' efforts on curriculum, behaviour, bullying, special educational needs support, pastoral and mental health and wellbeing, and effective use of resources, including pupil premium. It cannot solely be the preserve of a single member of staff, or organisation, it must be a concerted effort across all teaching and non-teaching staff in school, the trust or governing body, the local authority, and other local partners.

The law on school attendance and right to a full-time education

The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at a school or by education otherwise than at a school.

Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school.

Introduction

- This policy operates within the context of the school's mission statement. It is the aim of leaders to support every pupil to attend school each day in order to fulfil their academic and social potential.
- To realise this aim, the school will work in partnership with parents/carers, the local authority, and outside agencies to offer pupils support in maintaining excellent attendance. The barriers to accessing education are wide and complex, both within and beyond the school gates, and are often specific to individual pupils and families. Improving attendance is everyone's business: effective communication and joined-up working are paramount.
- Excellent attendance is a pre-requisite of academic success. The school will ensure that parents are kept well-informed about the link between attendance and attainment and that when academic progress is jeopardised, this message is clearly reiterated, and support is offered to remove any existing or emerging barriers to attendance.
- School leaders will ensure a calm, safe, supportive and stimulating learning environment where pupils want to be present and are eager and ready to learn.
- The policy should be implemented alongside the Department for Education guidance document: [Working together to improve school attendance \(August 2024\)](#)

Aims

- To provide clear guidelines about how the school promotes and attains high levels of pupil attendance and punctuality.
- To ensure that all stakeholders understand the school's expectations of themselves, and each other, and strive to attain them.

Legal Duty

Section 7 of the Education Act 1996 places a duty on parents/carers to ensure children of compulsory school age receive efficient full-time education suitable to the child's age, ability and aptitude and to any special needs the child may have. Parents/carers have a legal duty to ensure their child's regular attendance at the school where they are registered. A parent/carer who fails to ensure that their child attends school regularly is guilty of an offence under Section 444(1) of the Education Act 1996.

School Commitment

- Everyone in school is committed to promoting good attendance and punctuality.
- All members of staff are made aware of how their role impacts on attendance and punctuality as well as the expectations of them in ensuring consistent application of the policy and the use of absence codes.
- The school will listen to and support pupils and parents/carers to achieve good attendance and punctuality, working closely with parents/ carers where absence is a cause for concern.
- The school strives for 100% attendance for all pupils. The whole school attendance target is 97%.
- If a pupil achieves at least 97% attendance in one whole school year, they will have missed less than 6 days from school.

Roles and Responsibilities

The Local Governing Body has overall responsibility for:

- Monitoring the implementation of this policy and all relevant procedures across the school.
- Promoting the importance of good attendance through the school's ethos and policies.
- Working with the SLT to set goals for attendance and providing support and challenge around delivery against those goals.
- Regularly reviewing attendance data.
- Sharing effective practice on attendance management and improvement across schools.
- Ensuring that this policy, as written, does not discriminate on any grounds, including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the school's Complaints Procedures Policy.
- Having regard to KCSIE when making arrangements to safeguard and promote the welfare of children.
- Ensuring there is a Children Missing Education Policy in place and that this is regularly reviewed and updated.
- Ensuring school staff receive adequate training on attendance.

The headteacher is responsible for:

- The day-to-day implementation and management of this policy and all relevant procedures across the school.
- Appointing a member of the SLT to the attendance officer role.
- Ensuring all parents are aware of the school's attendance expectations and procedures.
- Ensuring that every pupil has access to full-time education and will act as early as possible to address patterns of absence.

Staff are responsible for:

- Following this policy and ensuring pupils do so too.
- Ensuring this policy is implemented fairly and consistently.
- Modelling good attendance behaviour.
- Using their professional judgement and knowledge of individual pupils to inform decisions as to whether any welfare concerns should be escalated.
- Where designated, taking the attendance register at the relevant times during the school day.

The senior lead for attendance is responsible for:

- The overall strategic approach to attendance in school.
- Developing a clear vision for improving attendance.
- Monitoring attendance and the impact of interventions.
- Analysing attendance data and identifying areas of intervention and improvement.
- Communicating with pupils and parents with regard to attendance.
- Leading a compassionate approach when listening to parents and pupils regarding barriers to attendance.
- Following up on incidents of persistent poor attendance.
- Enforcing attendance through statutory interventions in cases of persistent poor attendance where other supports have not succeeded.
- Informing the LA of any pupil being deleted from the admission and attendance registers.

Pupils are responsible for:

- Attending their lessons and any agreed activities when at school.
- Arriving punctually to lessons when at school.
- Following any support provided by the school to improve attendance.

Parents are responsible for:

- Providing accurate and up-to-date contact details.
- Providing the school with more than one emergency contact number.
- Updating the school if their details change.
- The attendance of their children at school.
- Promoting good attendance with their children.
- Proactively engaging with any attendance support offered by the school and the LA.
- Notifying the school as soon as possible when their child has to be unexpectedly absent.
- Requesting leave of absence only in exceptional circumstances, and in advance.
- Booking any medical appointments around school where possible.
- Following any family-based support implemented by the school to improve attendance.

Definitions

The following definitions apply for the purposes of this policy:

Absence:

- Arrival at school after the register has closed
- Not attending the registered school for any reason

Authorised absence:

- An absence for sickness for which the school has granted leave
- Medical or dental appointments which unavoidably fall during school time, for which the school has granted leave
- Religious or cultural observances for which the school has granted leave
- An absence due to a family emergency for which the school has granted leave

Unauthorised absence:

- Parents keeping children off school unnecessarily or without reason
- Truancy before or during the school day
- Absences which have never been properly explained
- Arrival at school after the register has closed
- Absence due to shopping, looking after other children or birthdays
- Absence due to day trips and holidays in term-time which have not been agreed
- Leaving school for no reason during the day

Persistent absence (PA):

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

Missing education

- Not registered at a school and not receiving suitable education in a setting other than a school

Attendance Expectations

The school has high expectations for pupils' attendance and punctuality, and ensures that these expectations are communicated regularly to parents and pupils. Pupils will be expected to attend school punctually every day they are required to be at school, for the full day.

Key Information

The senior leader responsible for championing attendance is Mr J Cowley, Headteacher; the school's attendance officer is Mrs S Sumner. The attendance team can be contacted by phone (0151 677 3152) or email (schooloffice@manor.wirral.sch.uk).

Attendance and Punctuality

Whilst we appreciate that most parents and carers understand the importance of punctuality and do their best to get their children to school in time for the start of the school day, we are aware that other families may find it difficult getting their children to school 'on time'. In these cases, our Attendance Team is available to support you.

Registration

- The classroom doors open at 8:40am; pupils are expected to be in their classrooms and ready to learn by 9.00am.
- Pupils arriving at school after 9.00am must report to the main school office to be signed in by an adult. If a pupil arrives at school after closure of the school gate, at 9am, without prior arrangements having been agreed, he/she will receive a late mark.
- Register closes at 9.15am; arrival to school after this time, without prior approval or extenuating circumstances, will be recorded as an unauthorised absence.

Appointments

- All appointments, where possible, must be arranged after school.
- Parents/carers should provide advance notice by way of a medical card and/or letter and/or message for any time off school required for medical appointments.
- Time away from school as a result of an appointment must be kept to a minimum. Children should not be absent for the whole day/whole morning/whole afternoon where this can be avoided.
- The school office administrative team will manage appointments.

Pupils leaving school during the school day

Pupils are not permitted to leave school unescorted during school hours for any reason. This is not limited to, when pupils are suspended or are unwell. Pupils should only be collected from school by an appropriate known adult, ideally a parent or carer.

Absence Procedures

- On the first day of absence, parents/carers should telephone the school office before 9.00am to inform school of the reason for the pupil's absence and the likely duration of the absence. Personal communication to the school office directly is also acceptable.
- Parents/carers should contact school every day until the pupil returns to school or alternatively indicate the length of the absence and the reasons why it is known the pupil will be unable to

attend e.g. recovering from an operation. In these circumstances a 'check in' date must be agreed when the absence will be reviewed.

- It is the responsibility of the headteacher, not the parent/carer, to decide whether the absence is authorised or unauthorised. Such decisions will be made in accordance with government regulations and guidance.

Where a pupil is absent, and their parent has not contacted the school by the close of the morning register to report the absence, administrative staff will contact the parent by telephone call as soon as is practical on the first day that they do not attend school.

The school will always follow up any absences in order to:

- Ascertain the reason for the absence.
- Ensure the proper safeguarding action is being taken.
- Identify whether the absence is authorised or not.
- Identify the correct code to use to enter the data onto the school census system.

The school will not request medical evidence in most circumstances where a pupil is absent due to illness; however, the school reserves the right to request supporting evidence where there is genuine and reasonable doubt about the authenticity of the illness or in cases where the school has concerns regarding the child's level of attendance.

Attendance Register

The school uses Arbor (information system) to keep attendance registers to ensure they are as accurate as possible and that they can be easily analysed and shared with the appropriate authorities. Designated staff members will take the attendance register at the start of each school day and at the start of the afternoon session. This register will record whether pupils are:

- Present
- Absent
- Attending an approved educational visit
- Unable to attend due to exceptional circumstances

The school will use the national attendance codes to ensure attendance and absence are monitored and recorded in a consistent way. The following codes will be used:

Attending School	
/ and \	/ = present morning session. \ = present afternoon session
L	Late arrival before the register is closed
K	Attending education provision arranged by the local authority
V	Attending an educational visit or trip
P	Participating in a sporting activity
W	Attending work experience
B	Attending any other approved educational activity
D	Dual registered at another school
Absent – leave of absence	
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad
M	Leave of absence for the purpose of attending a medical or dental appointment
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
S	Leave of absence for the purpose of studying for a public examination
X	Non-compulsory school age pupil not required to attend school

C2	Leave of absence for a compulsory school age pupil subject to a part time timetable
C	Leave of absence for exceptional circumstances
Absent – other authorised reason	
T	Parent travelling for occupational purposes
R	Religious observance
I	Illness (not medical or dental appointment)
E	Suspended or permanently excluded and no alternative provision made
Absent – unable to attend school because of unavoidable causes	
Q	Unable to attend the school because of lack of access arrangements
Y1	Unable to attend due to transport normally provided not being available
Y2	Unable to attend due to widespread disruption of travel
Y3	Unable to attend due to part of the school premises being closed
Y4	Unable to attend due to the whole school site being unexpectedly closed
Y5	Unable to attend as pupil is in criminal justice detention
Y6	Unable to attend in accordance with public health guidance or law
Y7	Unable to attend because of any other unavoidable cause
Absent – unauthorised absence	
G	Holiday not granted by the school
N	Reason for absence not yet established
O	Absent in other or unknown circumstances
U	Arrival in school after registration closed
Administrative Codes	
Z	Prospective pupil not on admission register
#	Planned whole school closure

When the school has planned in advance to be fully or partially closed, the code ‘#’ will be used for the relevant pupils who are absent. This code will also be used to record year groups who are not due to attend because the school has set different term dates for different years, e.g. induction days.

Absence

Attendance and absence data

The tables below equate percentage attendance to time missed from school.

Table 1: Attendance over a whole school year for a pupil	
Attendance vs missed days	
100%	0
98%	Less than 4 days (8 sessions)
97%	Less than 6 days (11 sessions) – school target
95%	9.5 days (19 sessions)
90%	19 days (38 sessions)
85%	28.5 days (59 sessions)
80%	38 days (76 sessions)

Table 2: Attendance over 5 years for a pupil	
Attendance vs missed weeks	
85% - 90%	19 weeks = ½ a year of missed school
80%	38 weeks = 1 full year missed from school

Persistent Absence

- According to the Department for Education guidelines, a pupil will be considered as a persistent absentee if their attendance is 90% or lower (i.e., 10% or more sessions are missed).
- Any pupil who is at the persistent absence threshold or at risk of moving towards that threshold is placed on the Attendance Risk Register.

Severe Absence

- According to the Department for Education guidelines, a pupil will be considered as a severe absentee if their attendance is 50% or lower (i.e., 50% or more sessions are missed).
- Any pupil who is at the severe absence threshold is at serious risk of harm. There should be an intensive level of support and where appropriate challenge, including the use of legal interventions to secure improvement.

Managing Absence and Lateness

Daily monitoring

Administrative team will:

- Ensure that any pupil who arrives after the register has been taken, signs in at the main school office.
- Ensure the attendance register is updated with details of pupils who arrive late including pupils being marked as an unauthorised late if they arrive after the close of registration without an acceptable reason. An unauthorised late can be used to support a legal intervention.
- Ensure accurate details are noted of parents/carers contacting the school about their child's absence – including the reason for the absence and the likely length of absence.
- Contact parents/carers by telephone who fail to notify the school of their child's absence no later than 30 minutes after the start of the school day on the 1st day of absence, ensuring that any follow up action required as a result of the contact with the parent/carer is flagged up to the senior leader responsible for attendance.
- Ensure no pupil is allowed to leave school for an appointment without the presence of a parent/carer.
- Make follow-up phone calls to parents/carers of absent pupils who have been identified as at-risk, to challenge absences.
- Authorise appointments.
- Escalate any absences causing concern to the senior leader responsible for attendance.

Weekly / fortnightly monitoring

The attendance officer will:

- Review the weekly attendance and punctuality data
- Contact parents/carers by telephone to inform them of the school's concern regarding attendance or punctuality, particularly if there are patterns to absences or lateness.

The senior leader responsible for attendance will:

- Produce weekly attendance data for class teachers.
- Keep an overview of weekly attendance across the school.
- Agree appropriate intervention strategies with the attendance officer / pastoral team.
- Provide an update to the senior leadership team.
- Share weekly data on attendance with parents/carers and pupils to engender a spirit of friendly competition amongst staff and pupils.

Half-termly monitoring

The senior leader responsible for attendance, will:

- Keep an overview of attendance across the school.

- Agree appropriate intervention strategies with the attendance officer.
- Agree list of pupils requiring pastoral support.
- Update the Attendance Risk Register as follows:
 - Pupils on 98-100% attendance are on level 0 (no risk of persistent absence)
 - Pupils on 96-98% attendance are on level 1 (low risk of persistent absence)
 - Pupils on 94-96% attendance are on level 2 (moderate risk of persistent absence)
 - Pupils on 92-94% attendance are on level 3 (high risk of persistent absence)
 - Pupils on attendance of below 92% are on level 4 (extremely high risk of persistent absence)
- Update the Punctuality Risk Register as follows:
 - Pupils with no late marks in the previous half-term are on level 0
 - Pupils with 1-6 late marks in the previous half-term are on level 1 o Pupils with 7-10 late marks in the previous half-term are on level 2
 - Pupils with 11-15 late marks in the previous half-term are on level 3
 - Pupils with more than 15 late marks in the previous half-term are on level 4
- Arrange a pastoral review meeting with pupils and parents/carers for any pupils placed on Level 3/4 (or others identified at risk) of the Attendance Risk Register or Punctuality Risk Register to:
 - Discuss levels of authorised and unauthorised absences
 - Discuss punctuality levels
 - Discuss causes for the levels of absence and lateness
 - Provide challenge and support to improve attendance and punctuality by the school, parent/carers, pupil and, where appropriate, other external agencies
 - Set an action plan with achievable and realistic attendance and punctuality targets
 - Set a review date

Termly monitoring

The senior leader responsible for attendance will:

- Share termly data on attendance and punctuality with parents and pupils.
- Provide termly and annual attendance data (along with comparable data) to the Local Governing Board.

Leave of absence

The school will only grant a pupil a leave of absence in exceptional circumstances. In order to have requests for a leave of absence considered, the school will expect parents to contact the headteacher at least two weeks in advance by completing *the 'Leave of Absence During Term Time Request Form'* (see Appendix 1). The form is available from the school office.

Any requests for leave during term time will be considered on an individual basis, taking in to account any exceptional circumstances and the pupil's previous attendance record. Where the absence is granted, the headteacher will determine the length of time that the pupil can be away from school. The school will not grant leaves of absence for the purposes of family holidays.

For the purpose of defining 'exceptional circumstances' and as a guiding principle only, the headteacher may consider if the reasons given for requesting leave are rare, significant, unavoidable and short. The following factors will also be taken into consideration when considering requests for leave of absence during term time:

- Whether the event for which leave of absence is requested can reasonably take place during school holidays
- Levels of attendance and unauthorised absence over the last 12 months
- Any leave of absence taken previously

- Whether the leave is during the examination period, controlled assessment period or will result in not meeting assessment deadlines
- Age and year group of the pupil

The school will not consider the following to be exceptional circumstances:

- The availability of cheap holidays
- The availability of the desired accommodation
- An overlap at the beginning or end of the school term
- The working pattern or availability of parental holiday entitlement

Requests for leave will not be granted in the following circumstances:

- Immediately before and during statutory assessment periods
- When a pupil's attendance record shows any unauthorised absence
- Where a pupil's authorised absence record is already above 10 percent for any reason

If term-time leave is not granted, taking a pupil out of school will be recorded as an unauthorised absence and may result in sanctions, such as a penalty notice. The school cannot grant leaves of absence retrospectively; therefore, any absences that were not approved by the school in advance will be marked as unauthorised.

Illness and healthcare appointments

Parents will be expected to make medical or dental appointments outside of school hours wherever possible. Where this is not possible, parents will be expected to obtain approval for their child's absence to attend such appointments as far in advance as is practicable. Parents will be responsible for ensuring their child misses only the amount of time necessary to attend the appointment.

Performances and activities, including paid work

The school will ensure that all pupils engaging in performances or activities, whether they receive payment or not, which require them to be absent from school, understand that they will be required to obtain a licence from the LA which authorises the school's absence(s).

Additional arrangements may be made by the school for pupils engaging in performances or activities that require them to be absent from school to ensure they do not fall behind in their education. These arrangements will be approved by the LA who will ensure that the arrangements are suitable for the pupil. The pupil will receive education that, when taken together over the term of the licence, amounts to a minimum of three hours per day that the pupil would be required to attend a school maintained by the LA issuing the licence. This requirement will be met by ensuring a pupil receives an education:

- For not less than six hours a week; and
- During each complete period of four weeks (or if there is a period of less than four weeks, then during that period), for periods of time not less than three hours a day; and
- On days where the pupil would be required to attend school if they were attending a school maintained by the LA; and
- For not more than five hours on any such day.

Where a licence has been granted by the LA and it specifies dates of absence, no further authorisation will be needed from the school. Where an application does not specify dates, and it has been approved by the LA, it is at the discretion of the headteacher to authorise the leave of absence for each day. The headteacher will not authorise any absences which would mean that a pupil's attendance would fall below 96%. Where a licence has not been obtained, the headteacher will not authorise any absence for a performance or activity.

Religious observance

Parents will be expected to request absence for religious observance at least two weeks in advance. The school will only accept requests from parents for absence on grounds of religious observance for days that are exclusively set apart for religious observance by the relevant religious body. The school will define this as a day where the pupil's parents would be expected by an established religious body to stay away from their employment to mark the occasion.

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

Gypsy, Roma and Traveller absence

Where a pupil's parent belongs to a community covered by this code and is travelling for occupational purposes, the parent will be expected to request a leave of absence for their child at least two weeks in advance. Absences will not be granted for pupils from these communities under this code for reasons other than travel for occupational purposes.

SEND and health-related absences

The school recognises that pupils with SEND and/or health conditions, including mental health issues, may face greater barriers to attendance than their peers, and will incorporate robust procedures to support pupils who find attending school difficult.

In line with the SEND Policy and Supporting Pupils with Medical Conditions Policy, the school will ensure that reasonable adjustments are made for disabled pupils to reduce barriers to attendance, in line with any EHC plans or IHCPs that have been implemented. The school will secure additional support from external partners to help bolster attendance where appropriate.

Where the school has concerns that a pupil's non-attendance may be related to mental health issues, parents will be contacted to discuss the issue and whether there are any contributory factors to their child's lack of attendance. Where staff have a mental health concern about a pupil that is also a safeguarding concern, they will inform the DSL and the Child Protection and Safeguarding Policy will be followed.

If a pupil is unable to attend school for long periods of time due to their health, the school will:

- Inform the LA if a pupil is likely to be away from the school for more than 15 school days.
- Provide the LA with information about the pupil's needs, capabilities and programme of work.
- Help the pupil reintegrate at school when they return.
- Make sure the pupil is kept informed about school events and clubs.
- Encourage the pupil to stay in contact with other pupils during their absence.

The school will incorporate an action plan to help any pupils with SEND and/or health issues cope with the stress and anxiety that attending school may cause them. Such plans will be regularly monitored and reviewed until the pupil is attending school as normal and there has been signs of significant improvement.

To support the attendance of pupils with SEND and/or health issues, the school will consider:

- Holding termly meetings to evaluate any implemented reasonable adjustments.
- Incorporating a pastoral support plan.
- Carrying out strengths and difficulties questionnaire.
- Using an internal or external specialist.
- Enabling a pupil to have a reduced timetable.
- Ensuring a pupil can have somewhere quiet to spend lunch and break times.

- Implementing a system whereby pupils can request to leave a classroom if they feel they need time out.
- Temporary late starts or early finishes.
- Phased returns to school where there has been a long absence.
- Tailored support to meet their individual needs.

Absent Pupils

Pupils will not be permitted to leave the school premises during the school day unless they have permission from the school. The following procedures will be taken in the event of a pupil going missing whilst at school:

- The member of staff who has noticed the absent pupil will inform the headteacher immediately
- The office staff will also be informed as they will act as a point of contact for receiving information regarding the search
- A member of staff will stay with the rest of the class, and all other available members of staff will conduct a thorough search of the school premises as directed by the headteacher
- The following areas will be systematically searched:
 - All classrooms
 - All toilets
 - The hall
 - Library
 - The school playground and fields
 - The school grounds
- Available staff will begin a search of the area immediately outside of the school premises, and will take a mobile phone with them so they can be contacted.
- If the pupil has not been found after 15 minutes, then the parents of the pupil will be notified
- The school will attempt to contact parents using the emergency contact numbers provided
- If the parents have had no contact from the pupil, and the emergency contacts list has been exhausted, the police will be contacted.
- The absent pupil's teacher will fill in an incident form, describing all circumstances leading up to the pupil going missing
- If the absent pupil has an allocated social worker, is a looked-after child, or has any SEND, then the appropriate personnel will be informed
- When the pupil has been located, members of staff will care for and talk to the pupil to ensure they are safe and well
- Parents and any other agencies will be informed immediately when the pupil has been located

The headteacher will take the appropriate action to ensure that pupils understand they must not leave the premises, and sanctions will be issued if deemed necessary. Appropriate disciplinary procedures will be followed in accordance with the Behaviour Policy.

The headteacher will carry out a full investigation and will draw a conclusion as to how the incident occurred. A written report will be produced, and policies and procedures will be reviewed in accordance with the outcome where necessary.

Attendance Intervention

In order to ensure the school has effective procedures for managing absence, the attendance officer, supported by the SLT, will:

- Establish a range of evidence-based interventions to address barriers to attendance.
- Monitor the implementation and quality of escalation procedures and seek robust evidence of the escalation procedures that work.
- Attend or lead attendance reviews in line with escalation procedures.

- Establish robust escalation procedures which will be initiated before absence becomes a problem.

The school will use attendance data to develop specific strategies to improve attendance where patterns of absence are emerging. These strategies will be developed on a case-by-case basis, and will consider the particular needs of the pupils whom the intervention is designed to target.

Working with Parents to Improve Attendance

The school will work to cultivate strong, respectful relationships with parents and families to ensure their trust and engagement. Open and honest communication will be maintained with pupils and their families about the expectations of school life, attendance and performance so that they understand what to expect and what is expected of them. The school will liaise with other agencies working with pupils and their families to support attendance, e.g. social services.

The school will ensure that there are at least two sets of emergency contact details for each pupil, wherever possible, to ensure the school has additional options for getting in touch with adults responsible for a pupil where the pupil is absent without notification or authorisation.

The school will ensure that parents are aware of their legal duty to ensure that their child attends school regularly and to facilitate their child's legal right to a full-time education – parents will be made aware that this means their child must attend school every day that it is open, save for in certain circumstances, e.g. sickness or absences that have been authorised by the headteacher in advance. The school will regularly inform parents about their child's levels of attendance, absence and punctuality, and will ensure that parents are aware of the benefits that regular attendance at school can have for their child educationally, socially and developmentally.

If a pattern of absence becomes problematic, the attendance officer will work collaboratively with the pupil and their parents to improve attendance by addressing the specific barriers that prevent the pupil from being able to attend school regularly. The school will always take into consideration the sensitivity of some of the reasons for pupil absence and will approach families to offer support rather than immediately reach for punitive approaches.

Where these barriers are related to the pupil's experience in school, e.g. bullying, the attendance officer will work with the headteacher and any relevant school staff, e.g. the DSL and SENCO, to address this. Where the barriers are outside of the school's control, e.g. they are related to issues within the pupil's family, the attendance officer will liaise with any relevant external agencies or authorities, e.g. children's social care or the LA, and will encourage parents to access support that they may need.

Persistent absence (PA)

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

- Children in need
- LAC
- Young carers
- Pupils who are eligible for FSM
- Pupils with EAL
- Pupils with SEND
- Pupils who have faced bullying and/or discrimination

The school will use a number of methods to help support pupils at risk of PA to attend school. These include:

- Offering support to build confidence and bridge gaps.

- Meeting with families (and pupils where appropriate) to discuss patterns of absence, barriers to attendance, and any other problems they may be having.
- Establishing plans to remove barriers and provide additional support.
- Leading regular check-ins to review progress and the impact of support.
- Making regular contact with families to discuss progress.
- Assessing whether an EHC plan or IHP may be appropriate.
- Considering what support for re-engagement might be needed, including for vulnerable groups.

The school will focus particularly on pupils who have rates of absence over 50 percent, and will work with the LA and other partners to engage all relevant services needed to identify and address the wider barriers to attendance these pupils are facing.

Where a pupil at risk of PA is also at increased risk of harm, the school will work in conjunction with all relevant authorities, e.g. social services, to support the pupil in line with the school's duty of care. The school will also bear in mind that the continuation of severe PA following intervention may, in itself, constitute neglect, and will escalate any concerns in this regard in line with the Child Protection and Safeguarding Policy.

Penalty notices and legal intervention

The school will allow sufficient time for attendance interventions and engagement strategies to improve pupils' attendance; however, where engagement strategies to improve attendance have not had the desired effect, the attendance officer will consider:

- Holding a formal meeting with parents and the school's point of contact.
- Working with the LA to put a parenting contract or an education supervision order in place.
- Engaging children's social care where there are safeguarding concerns.

Where the above measures are not effective, the headteacher will issue a notice to improve as a final opportunity for parents to engage in support and improve attendance before a penalty notice is considered. Where a pupil reaches the national threshold of 10 sessions of unauthorised absence in a rolling period of 10 school weeks, the school will consider whether a penalty notice is appropriate. Each case will be considered individually to determine whether a penalty notice or another tool or legal intervention should be used to improve attendance.

A fixed penalty notice will be issued in line with the LA's code of conduct and the DfE's ['Working together to improve school attendance'](#) guidance.

- Penalty notices for unauthorised absences will be charged at £160, reduced to £80 if paid within 21 days.
- A penalty notice of £120 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 five days of a fixed period or permanent exclusion. This will be reduced to £60 if paid within 21 days.
- Parents will only get up to two fines for the same child in a three-year period. Once this limit has been reached, other action such as a parenting order or prosecution will be considered.
- Where attendance still does not improve following a fixed penalty notice, the school will work with the LA to take forward attendance prosecution as a last resort.
- Parents who are prosecuted and attend court because their child has not been attending school may be fined up to £2,500.

Education Supervision Orders (ESOs)

Where interventions have not been successful, an ESO can be an alternative to provide formal legal intervention without criminal prosecution. ESOs are made through the Family or High Court and give

the LA a formal role in supporting the pupil and parents to improve their attendance. LAs will issue parents with a notice of the intention to consider an ESO, set up a meeting to discuss with the parent and pupil, and decide whether the case will be taken forward. Once an ESO is secured, a supervisor from the local authority will decide any actions or requirements.

These may include:

- Requiring the parents to attend support meetings.
- Requiring the parents to attend a parenting programme.
- Requiring the parents to access support services.
- Requiring an assessment by an educational psychologist.
- Review meetings involving all parties to be held every 3 months.
- Failing to comply with an ESO will result in a fine and decisions will be made about whether further action is required.

Monitoring and Analysing Absence

Attendance data will be monitored and analysed regularly to ensure that intervention is delivered quickly to address habitual absence at the earliest opportunity.

The school will collect data regarding punctuality, and authorised and unauthorised absence, for:

- The school cohort as a whole.
- Individual year groups.
- Individual pupils.
- Demographic groups, e.g. pupils from different ethnic groups or economic backgrounds.
- Other groups of pupils, e.g. pupils with SEND, LAC and pupils eligible for FSM.
- Pupils at risk of PA.

The attendance officer will conduct a thorough analysis of the above data on a fortnightly, half-termly, termly and full-year basis to identify patterns and trends. This will include identifying, for each group:

- Patterns in uses of certain codes.
- Particular days of poor attendance.
- Historic trends of attendance and absence.
- Barriers to attendance.

The attendance officer will provide regular reports to staff across the school to enable them to track the attendance of pupils and to implement attendance procedures. The attendance officer will also be responsible for monitoring how attendance data changes in response to any interventions implemented to increase attendance in future.

The governing board will regularly review attendance data, including examinations of recent and historic trends, and will support the SLT in setting goals and prioritising areas of focus for attendance support based on this data.

The school will also benchmark its attendance data against local-, regional- and national-level data to identify areas of success and areas for improvement and will share practice which has been shown to be effective with other schools.

The board of trustees will ensure staff from different schools within the trust regularly share expertise and collaborate on interventions.

Training of Staff

The school will recognise that early intervention can prevent poor attendance. As such, staff will receive training in identifying potentially at-risk pupils as part of their induction and refresher training. The governing board will ensure that teachers and support staff receive training in line with this policy as part of their induction. Following this initial training, staff will receive regular and ongoing training as part of their development.

Training will cover at least the following:

- The importance of good attendance
- That absence is almost invariably a result of wider circumstances
- The legal requirements on schools, e.g. the keeping of registers
- The school's strategies and procedures for monitoring and improving attendance
- The school's procedures for multi-agency working to provide intensive support for pupils who need it
- The governing board will provide dedicated and enhanced attendance training to the attendance officer and other staff with specific attendance functions in their role – this will include training regarding interpreting and analysing attendance data and supporting pupils to overcome barriers to attendance.
- Staff will receive training to ensure they understand that increased absence from school could indicate a safeguarding concern, and know how such concerns should be managed.

Deletions of Names from the Admission Register

The school will ensure that it only deletes names from the admission register for a reason set out in regulation 9 of the School Attendance Regulations. A pupil's name will never be removed for any other reason and the school is aware that doing so could constitute off-rolling.

The school will make returns to the LA when pupils' names are deleted from the admission register. This will be with the exception of pupils whose name has been deleted from the register at or after the end of the last term of the school year when they are in the most senior year group, unless the LA has requested this information.

When the school is notifying the LA that a pupil's name is being deleted from the admission register, the following information about the pupil will be provided:

- Full name
- Address
- The full name and address of any parent the pupil normally lives with
- At least one telephone number by which any parent the pupil normally lives with can be contacted in an emergency
- If applicable, the pupil's future address, the full name and address of the parent who the pupil is going to live with and the date the pupil will start living there
- If applicable, the name of the pupil's other school and when the pupil began or will begin to attend the school
- The reason under which the pupil's name has been deleted from the admission register

Names will never be retrospectively deleted from the admission or attendance register – these registers will remain an accurate record of who is a registered pupil and their attendance at any given time. Pupils' attendance will be recorded up until the date that their name is deleted from the admission register.

Other Information

This policy should be read in conjunction with the following school policies:

- Anti-Bullying Policy

- Child Protection and Safeguarding Policy
- Special Educational Needs Policy
- Behaviour Policy

And the following DfE guidance:

- [Working together to improve school attendance \(2024\)](#)
- [Summary of responsibilities where a mental health issue is affecting attendance \(February 2023\)](#)
- [School attendance: parental responsibility measures: Statutory guidance for local authorities, school leaders, school staff, governing bodies and the police \(January 2015\)](#)
- [Children missing education: statutory guidance for local authorities \(September 2016\)](#)
- [Keeping children safe in education 2025](#)
- [Working together to safeguard children 2023: statutory guidance](#)
- [Behaviour in schools: advice for headteachers and school staff \(September 2022\)](#)
- [School suspensions and permanent exclusions from maintained schools, academies and pupil referral units in England, including pupil movement: guidance for maintained schools, academies and pupil referral units in England \(September 2022\)](#)
- [Supporting pupils at school with medical conditions: statutory guidance for governing bodies of maintained schools and proprietors of academies in England \(December 2015\)](#)
- [Preventing and tackling bullying: advice for headteachers, staff and governing bodies \(July 2017\)](#)