Kingsbury School

Attendance Policy

LOCAL LEVEL POLICY

REFERENCE NO:		DATE PREPARED: 21ST OCTOBER 2023	DATE REVIEWED: February 2025
Policy compiled by Martin Clarke			Approved by the Local Governing Body:
Signed: Martin Clarke On behalf of the Senior Leadership Team			Signed: Kate Hughes Date: October 2025
DATE OF NEXT REVIEW: October 2026			

Date	Notes
21st October	Policy compiled
	Approved at Local Governing Body Meeting
February 2024	Policy revised
February 2025	Policy revised
June 2025	Interim Review

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 School Attendance (Pupil Registration) (England) Regulations 2024
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013 and the 2024 amendment

It also refers to:

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

Whilst every pupil has a right to a full-time education and we have high attendance expectations for all pupils, we will ensure that the policy is applied fairly and consistently whilst considering the individual needs of pupils and their families who have specific barriers to attendance. In implementing this policy, we will take into consideration our obligations under the Equality Act 2010 and the UN Convention on the Rights of the Child.

Policy Aims

The aim of this policy is to encourage all Kingsbury School students to attend school every day (190 days per year) and to be able to take full advantage of the opportunities available. Regular and punctual attendance at school is a legal requirement and it is also essential for students to maximise their chances of success. As a school we will do all that we can to ensure and actively promote maximum attendance levels for all students. We will also ensure that attendance barriers are identified and addressed in a timely manner. Evidence shows a strong correlation between excellent school attendance and student outcomes.

At Kingsbury School, we will actively challenge students who consistently arrive late for the school day which disrupts access to valuable teaching time.

Parents and Carers are responsible for their child's attendance and punctuality. We recognise that parents and carers have a vital role to play and that there is a need to establish strong home-school links and communication systems that can be utilised whenever there is concern about attendance and punctuality.

Through this Policy we aim to:

- Improve students' achievement by ensuring high levels of attendance and punctuality
- Create an ethos in which good attendance and punctuality are recognised as the norm and seen to be valued by Kingsbury School
- Raise awareness of parents, carers, and students of the importance of uninterrupted attendance and punctuality at every stage of a child's education
- Work in partnership with students, parents, carers, staff, and the Local Authority so that all students realise their potential, unhindered by unnecessary absence.
- Promote a positive and welcoming atmosphere in which students feel safe, secure, and valued, and encourage in students a sense of their own responsibility.
- Establish a pattern of monitoring attendance and ensure consistency in recognising achievement and dealing with difficulties.
- Recognise the key role of all staff, but especially class teachers, in promoting good attendance.
- Ensure that awareness of attendance is embedded within the curriculum, teaching and learning and behaviour for learning.

Expectations

Kingsbury School will:

- Promote good attendance and reduce absence, including persistent absence.
- Ensure every student has access to full-time education to which they are entitled; and act early to address patterns of absence.

Roles and responsibilities

The governing board

The governing board is responsible for:

- Setting high expectations of all school leaders, staff, pupils and parents/carers
- 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
- [Academy trust local governing boards only: Sharing effective practice on attendance management and improvement across schools]
- 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 attendance officer to be able to do so
- Working with the parents/carers 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/carers through all available channels
- Sharing information from the school register with the local authority, including:
    - Notifying the local authority when a pupil's name is added to or deleted from the school admission register outside of standard transition times
    - Providing the local authority with the details of pupils who fail to attend school regularly, or who have been marked with an unauthorised absence for a continuous period of 10 school days
    - Providing the local authority with the details of pupils who the school believes will miss 15 days consecutively or cumulatively because of sickness

The designated senior leader responsible for attendance

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

- Leading, championing and improving attendance across the school
- Setting a clear vision for improving and maintaining good attendance
- Evaluating and monitoring expectations and processes
- Having a strong grasp of absence data and oversight of absence data analysis
- Regularly monitoring and evaluating progress in attendance
- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff
- Liaising with pupils, parents/carers and external agencies, where needed
- Building close and productive relationships with parents/carers 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 Samantha Belsey and Kelly Williams and can be contacted via samantha.belsey@castlephoenixtrust.org.uk

The attendance officer

The school attendance officer 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 to the designated senior leader responsible for attendance, and the headteacher
- Working with education welfare officers to tackle persistent absence
- Advising the headteacher (authorised by the headteacher) when to issue fixed-penalty notices

The attendance officer is Dawn Smith and can be contacted via dawnsmith@castlephoenixtrust.org.uk

Class/Form Teachers

Class/Form Teachers are responsible for recording attendance for both morning and afternoon sessions daily, using the correct codes and submitting this information on Arbor.

School admin staff

School admin 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 attendance team or pastoral lead where appropriate, to provide them with more detailed support on attendance

Parents will:

• Ensure regular school attendance and be aware of their legal responsibilities.
• Ensure that their child arrives punctually and prepared for the school day.
• Ensure that they contact the school daily of absence or if known in advance whenever their child is unable to attend.
• Contact the School promptly whenever any problem occurs that may keep their child away from attending.
• Notify the School of any home circumstances that might affect the behaviour and learning of their child.
• Notify the School immediately of any changes to contact details.
• Attend meetings as requested.
- • Provide medical evidence for absence as requested (this may be in the form of a date stamped compliment slip confirming the visit, prescription or medicine bottle or hospital letter).
- Ensure that, where possible, appointments for their child are made outside of the school day

• Not arrange any term time leave absence.
• Perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly.
- 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 Dawn Smith (Attendance Officer), Samantha Belsey (Associate Assistant Headteacher – Attendance Lead), who can be contacted via samantha.belsey@castlephoenixtrust.org.uk or dawnsmith@castlephoenixtrust.org.uk

All students will:

• Attend school every day
• Attend punctually
• Attend appropriately prepared for the day
• Discuss promptly with their class teacher or form tutor any problems that may affect their school attendance.

In addition, the school will:

• Work towards ensuring that all students feel supported and valued as a member of our school community.
• Encourage parents/carers to be actively involved in ensuring and promoting their child's attendance.
• Ensure that all staff are aware of the requirements of the registration process and that they receive training on Registration Regulations and the Law relating to attendance and take the registers accurately and timely.
• Regularly share attendance and punctuality information with parents and students.
• Ensure regular monitoring evaluation of the attendance policy and procedures by the school

Registration
The attendance register must be taken at the start of the first session of each school day (no later than 9:00am) and once during the second session (1:05pm Key Stage 3 & 1.30pm Key Stage 4).

On each occasion the school must record whether every student is:

▪ Present
▪ Attending an approved educational activity
▪ Absent.
or,
▪ Unable to attend due to exceptional circumstances.

The school must follow up on any absences to:

▪ Ascertain the reason
▪ Ensure the proper safeguarding action is taken
▪ Identify whether the absence is approved or not; and

▪ Identify the correct code (Appendix 1) to use before entering it on to the school's electronic register, or management information system which is used to download data to the School Census (Arbor).

Morning registration occurs each morning and begins at 8.35am. Students arriving late to school after 8.35am will receive a lunchtime detention (the same day) with the Attendance Officer. The Attendance Officer will judge whether the student is exempt from a detention if lateness is beyond the control of the student (e.g. traffic/weather).

Subject teachers are responsible for ensuring an accurate register is taken during every lesson in the first 10 minutes of a lesson. Where Arbor registers are unavailable paper registers must be taken and sent to the Phoenix Suite for recording.

Students will be reminded about the importance of punctuality and lateness will result in sanctions being set in 'Standards Detentions'.

Staff are supplied with clear guidance on what is authorised and unauthorised absence following DfE guidelines. (see Appendix 4)

Any emerging attendance concern/problem within a Year Group will be discussed and action planned within the weekly Key Stage Leaders line management meetings. Here further action is decided upon involving both internal support and involvement of external agencies. See Appendix 2 for Kingsbury Attendance Procedure.

Persistent Absenteeism

• A student becomes a 'persistent absentee' (PA) when their attendance falls below 90% at any time during their school life. Absence at this level is detrimental to a child's education.
• All students whose attendance have fallen to 85% or are at risk of moving towards the PA will be monitored rigorously through the pastoral systems.

• Daily contact with parents / carers will be made to encourage attendance and to review possible barriers to attendance.

Support and re-integrating students on long term absence

Key Stage Leaders will advise Faculty Leaders about students with long term absence and medical conditions and will co-ordinate requests for work to be set for completion at home. Faculty Leaders will respond promptly to these requests, organise setting work, leaving it for collection and the marking of returned work.

Students who have been absent long term and who need to catch up on schoolwork will spend a negotiated amount of time working in The Phoenix Suite completing work set by Faculty Leaders. This time and re-integration support will be managed by the Key Stage Leader in liaison with the Attendance Officer. Some students returning after a long-term absence will be considered for an alternative curriculum involving fewer subjects and some

study time in the support centre until they are able to integrate fully into the mainstream curriculum.

Students who are emotionally based school refusers or who have undergone recent crisis will be supported by the Pastoral Team and referrals for wider support services will be made where appropriate.

Deletions from the Register

In accordance with the Education (Student Registration) (England) Regulations 2006, students will only be deleted from the register when one of the following circumstances applies:

• The school is replaced by another school on a School Attendance Order.
• The student has ceased to be of compulsory school age.
• Permanent exclusion has occurred, and procedures have been completed.
• The death of a student.
• A student has transferred between schools.
• A student is withdrawn to be educated outside the school system.
• Failures to return from an extended holiday after both the school and the local authority have tried to locate the student.
• A medical condition prevents their attendance and return to the school before ending compulsory school-age.
• 20 days of continuous unauthorised absence have occurred, and both the local authority and school have tried to locate the student.
• A student has left the school, but it is not known where he/she has gone after both the school and the local authority have tried to locate the student.

Children Missing in Education

Kingsbury School has a duty to inform the Local Authority of any student who is going to be deleted from the admission register, who fails to attend school regularly, or has been absent for a period of 10 school days or more.

This duty does not apply when a student's name is removed from the admission register at standard transition points – when the student has completed the final year of education normally provided by that school – unless the local authority requests that such returns are to be made. A referral to the Local Authority Multi Agency Safeguarding Hub (MASH) may be considered if there are any safeguarding concerns when a child is missing.

Penalty Notices

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 local authority 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.

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.

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, this is outlined in the Warwickshire County Council code of conduct for penalty notices.

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. This is outlined in the Warwickshire County Council code of conduct for penalty notices.

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

Categorising absence

There are two types of absence:

• Authorised (where the school approves student absence e.g., absence due to sickness, religious observance, funerals).

• Unauthorised (where the school will not approve absence e.g., holidays during term time, taking children out without permission i.e., birthdays, parents or siblings attending medical appointments).

Only the school, and not parents/carers, can decide whether to authorise an absence even if you send in a note or leave a message. This is written down in the Education Registration Regulations 2024. We will let you know if we are not authorising your child's absence.

Parents are responsible under the Education Act 1995 for ensuring their child's full and regular attendance at school while they are of compulsory school age. We can ask the Local Authority to take legal action if we have not authorised your child's absence from the school. Legal action can include prosecution, the issue of a penalty notice, or an application of for an Education Supervision Order in the Family Court.

If the Local Authority agrees to a prosecution the maximum fine is £2500 and / or 3 months imprisonment. We will always offer you opportunities to talk to us and will try to help resolve things without going to court, but we will ask for legal action when this is necessary.

Whilst any child may be off school because they are ill, sometimes they can be reluctant to attend school. In this situation it is essential that the parents do not give in to pressure and allow students to stay away from school. This gives the impression that attendance does not matter and usually makes things worse. The school will work to support parents / carers to ensure that the child returns to school.

Illness

Parents/carers may be asked to provide medical evidence where there are repeated absences due to reported illness.

Medical / Dental Appointments

Parents/carers are advised, where possible, to make medical and dental appointments outside of the school day. Where this is not possible, students should attend school for as much of the day as is possible. Parents/carers should show the appointment card to school to confirm the appointment.

Other Authorised Circumstances

This relates to occasions where there is cause for absence due to exceptional circumstances, for example family bereavement or personalised timetable agreed as part of a reintegration package.

Religious Observance

Kingsbury School acknowledges the multi-faith nature of British society and recognises that, on some occasions, religious festivals may fall outside holiday periods or weekends. Consideration will be given to authorising absence or special leave for religious observance. Parents/carers are requested to give advance notice to Kingsbury School if they intend their child to be absent.

It is reasonable that no more than one day be designated for any individual occasion of religious observance or festival. Any further absence will be categorised as unauthorised. In such cases the school may request that a Penalty Notice is issued.

Attendance Protocols

Absence procedure for Kingsbury Community School. If a child is absent from school, the following will be initiated by the Attendance Team:

A text service is activated for all students who are not in school after close of register at 9.00 am. This may be followed up with a phone call to verify the reasons for absence and whether additional support is needed to support the students return to school.

Expected absence procedure for parent/carer

A parent/carer has a legal responsibility to ensure that their child attends school regularly. Failure to do so could result in legal action being taken. If a child is unavoidably absent from school, parents/carers are expected to:

Contact school by telephone call before close of register at 9.15 am on the first day of absence, identifying the exact reason for absence (not just 'ill' or 'unwell') and the expected date of return.

Late arrival at school

At Kingsbury School all students are expected to arrive on time for every day of the school year.

The school day begins at precisely 8.30am and we advise all parents/carers to ensure their child is on the school site prior to this. All students arriving after this time will be expected to report to the main reception office where their arrival will be recorded as late in the register.

The school register will officially close at 9.00 am. All students arriving at or after this time will be marked as having an unauthorised absence for the morning session. A student who arrives late, or after the close of registration, will be asked to provide an explanation for their lateness, and, where necessary, parents/carers will be contacted in respect of the late arrival.

Repeated arrival after the close of registration will result in a referral to the school's Attendance and Welfare team and may also result in a request for a Penalty Notice or legal proceedings to be considered.

Leave of Absence

- The law states a leave of absence may only be granted by a school if an application is made in advance and if it considers there are exceptional circumstances relating to the application.

Expectations

- A leave of absence is granted entirely at the school's discretion. Permission for a Leave of Absence from a school may only be given by a person who the school's proprietor has authorised to do so (an authorised person).

- Schools must judge each application individually considering the specific facts and circumstances and relevant background context behind each request.

- Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance.

- Where a leave of absence is granted, the school will determine the number of days a pupil can be absent from school.

- When making an application for Leave of Absence parents are advised to give sufficient information and time to allow the Head teacher the opportunity to consider all the exceptional circumstances and to notify the parents of their decision. The school may also request further information on the application and supporting documentation where appropriate.

- It is advised that if the resident parent has not received notification or a response regarding the leave of absence application, it is their responsibility to ascertain if the leave is authorised prior to the start of the leave.

- The school can only consider applications for Leave of Absence which are made by the resident parent. i.e the parent with whom the child normally resides.

- Where applications for Leave of Absences are made in advance and refused, the child is expected to be in school on the dates set out in the application. If the child is absent during that period, it will be recorded as an "unauthorised" absence. Where a leave of absence is requested but additional days take either prior to or after the request, they may be considered as part of the leave of absence.

- Leave of Absences which are not made in advance cannot be authorised in line with legislation. This will result in the absence being recorded as 'unauthorised'.

- All matters of unauthorised absence relating to a Leave of Absence will be referred to the Warwickshire Attendance Service of Warwickshire County Council. Penalty notices are issued in accordance with Warwickshire County Council's Code of Conduct for Penalty Notices and in the first instance, as an alternative to prosecution proceedings.

- Where a Penalty Notice is not paid within the timeframe set out in that Notice, the matter will be referred to Warwickshire County Council's Legal Services to consider instigating criminal prosecution proceedings under S444 of Education Act 1996.

Leave of Absence taken in the academic year 2024-25

The law relating to Penalty Notices changed with effect from 19 August 2024. Therefore, Penalty Notices issued for Leave of Absence taken from September 2024 will be issued in accordance with the updated legislation.

Penalty Notices are issued to <u>each parent of each absent child</u>, (for example 2 children and 2 parents, means <u>each</u> parent will receive 2 invoices – 4 in total).

- First Leave of Absence Offence: The amount of £160 to be paid within 28 days, this is reduced to £80 each child if paid within 21 days.

- Second Leave of Absence Offence within a 3 year period (from the date of issue of the first penalty notice): The amount of £160 paid within 28 days. No reduced amount.

- Third Leave of Absence offence within a 3 year period (from the date of issue of the first penalty notice). A Penalty Notice will not be issued and the matter will be referred to Warwickshire County Council's Legal Services to consider instigating criminal prosecution proceedings under S444 of Education Act 1996.

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 visit the registered address, contact the local police, inform child services.
- 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 consulting the local authority.
- Where relevant, report the unexplained absence to the pupil's youth offending team officer
- 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 work with the local authority to issue a notice to improve, penalty notice or other legal intervention.

Monitoring attendance

The school will monitor attendance and absence data (including punctuality) 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.

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 it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severed absence, and their families
- Provide regular attendance reports to Pastoral Leads and Form tutors to facilitate discussions with pupils and families, and to the governing board and school leaders (including special educational needs co-ordinator, designated safeguarding leads)
- 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

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

Appendix 1: 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: • 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