

 Hallam Fields Junior School Growing together. Learning together. Achieving together	Attendance Policy		
	☐ Complete Revision ☒ Partial Revision ☐ New ☐ No Changes	Review cycle: Annual	Pages: 19

Author of policy:

☐ Derbyshire County Council	☐ School Based	☒ Other
		Details: The Key

If Derbyshire County Council / DfE, which issue number:

Issue 1	Issue 2	Issue 3	Issue 4	Issue 5	Issue 6	Issue 7	Issue 8	Issue 9	Issue 10

Revision Record:

Review date	Revised by	Comments

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.



Hallam Fields
Junior School

Growing together, Learning together, Achieving together

Attendance policy

Approved by:	David Brown	Date: 22/09/2026
Last reviewed on:	22/09/2026	
Next review due by:	October 2027	

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1. Aims

This policy aims to show our commitment to meeting our obligations with regards to school attendance, including those laid out in the statutory guidance on [Working together to improve school attendance](#) from the Department for Education (DfE). We aim to achieve this through our whole-school culture and ethos that values good attendance, which includes:

- Setting high expectations for the attendance and punctuality of all pupils
- Promoting good attendance and the benefits of good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to overcome barriers to attendance
- Working collaboratively with other schools in the area, as well as other agencies
- Regularly monitoring and analysing attendance and absence data to identify pupils or cohorts that require more support

2. Legislation and guidance

This policy is based on the DfE's statutory guidance on [Working together to improve school attendance](#) 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](#)
- Maintained schools: 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](#)
- The [Equality Act 2010](#)

It also refers to:

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

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/carers
- Making sure school leaders fulfil expectations, statutory duties and comply with the law on school attendance, including:
 - Making sure the school records attendance accurately in the register, and shares the required information with the DfE and local authority
 - Making sure the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific pupils, where appropriate
- Recognising and promoting the importance of school attendance across the school's policies and ethos
- Making sure the school's attendance management processes are delivered effectively, and that consistent support is provided for pupils who need it most by prioritising staff and resources
- Making sure the school has high aspirations for all pupils, but adapts processes and support to pupils' individual needs
- Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual pupils or cohorts who need it most
- Working with school leaders to set goals or areas of focus for attendance and providing support and challenge
- Monitoring attendance figures for the whole school and repeatedly evaluating the effectiveness of the school's processes and improvement efforts to make sure they are meeting pupils' needs
- Where the school is struggling with attendance, working with school leaders to develop a comprehensive action plan to improve attendance
- Making sure all staff receive adequate training on attendance as part of the regular continued professional development offer, so that staff understand:
 - The importance of good attendance
 - That absence is almost always a symptom of wider issues
 - The school's legal requirements for keeping registers
 - The school's strategies and procedures for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific pupils, where appropriate
- Making sure dedicated training is provided to staff with a specific attendance function in their role, including in interpreting and analysing attendance data
- Holding the headteacher to account for the implementation of this policy
- Report to all governors in Headteacher report three times a year using DfE data

3.2 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 penalty notices, where necessary, and/or authorising the Welfare and 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

3.3 The designated senior leader responsible for attendance

The designated leader (also known as the Welfare and Attendance Officer) 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 leader responsible for attendance is Miss Joanne Attenborough and can be contacted via telephone on 0115 9322568 or email missattenborough@hallamfields.derbyshire.sch.uk

3.4 The attendance officer

The school attendance officer is responsible for:

- Monitoring and analysing attendance data (see section 9)
- 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

- Submitting statutory absence reports to the local authority (LA) in order to comply with DfE statutory reporting requirements for 10 days unauthorised absence and 15 days illness absence.
- Working with education welfare officers to tackle persistent absence
- Advising the headteacher when to issue fixed-penalty notices

The attendance officer is Miss Joanne Attenborough and can be contacted via telephone on 0115 9322568 or email missattenborough@hallamfields.derbyshire.sch.uk

3.5 Class teachers

- Following this policy and ensuring pupils do so too.
- 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.
- Taking and recording the attendance register for both morning and afternoon sessions on a daily basis, using the correct codes (see Appendix 1), and submitting this information to the school office on the same day.

3.6 School office staff

School office staff will:

- Take calls from parents/carers about absence on a day-to-day basis and record it on the school system
- Transfer calls from parents/carers to the welfare and attendance officer where appropriate, in order to provide them with more detailed support on attendance

3.7 Parents

Where this policy refers to a parent, it refers to the adult the school and/or local authority decides is most appropriate to work with, including:

- All natural parents, whether they are married or not
- All those who have parental responsibility for a child or young person
- Those who have day-to-day responsibility for the child (i.e. lives with and looks after them)

Parents are expected to:

- Make sure their child attends every day on time
- Promoting good attendance with their children
- Call the school to report their child's absence before 9.30am 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
- Updating the school if their details change.
- Ensure that, where possible, appointments for their child are made outside of the school day
- Seek support, where necessary, for maintaining good attendance, by contacting Miss Attenborough (Welfare and Attendance Officer) who can be contacted via telephone on 0115 9322568 or email missattenborough@hallamfields.derbyshire.sch.uk

3.8 Pupils

Pupils are expected to:

- Attend school every day, on time

4. Recording attendance

4.1 Attendance register

We will keep an electronic attendance register and place all pupils on this register.

We will take our attendance register at the start of each morning session of each school day and once during each afternoon 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 a place other than school
- Absent
- Absent – unable to attend due to unavoidable causes

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

See Appendix 1 for the DfE attendance codes.

We will also record:

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

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

The school day starts at 8.55am for years 4 and 6 and 9.00am for years 3 and 5, and pupils will be in their classroom, ready to begin lessons at this time; therefore, pupils will be expected to be on the school site by 8.52am for years 4 and 6 and 8.55am for years 3 and 5. The school day ends at 3.25pm for years 4 and 6 and 3.30pm for years 3 and 5.

Registers will be taken as follows throughout the school day:

- The morning register will be marked by 9.05am for years 4 and 6 and 9.10am for years 3 and 5. Pupils will receive a late mark if they are not in their classroom by this time. Pupils attending after this time will receive a mark to show that they were on site, but this will count as a late mark.
- The morning register will close at 9.25am for years 4 and 6 and 9.30am for years 3 and 5. Pupils will receive a mark of absence if they arrive at school after this time.
- The afternoon register will be marked by 1.05pm for year 4, 1.10pm for year 6, 1.15pm for year 3, and 1.20pm for year 5. Pupils will receive a late mark if they are not in their classrooms by this time.
- The afternoon register will close at 1.10pm for year 4, 1.15pm for year 6, 1.20pm for year 3, and 1.25pm for year 5. Pupils will receive a mark of absence if they are not present.

4.2 Unplanned absence

The pupil's parent must notify the school of the reason for the absence on the first day of an unplanned absence before 9.30am, or as soon as practically possible, by calling the school office, who can be contacted via telephone on 0115 9322568 or email enquiries@hallamfields.derbyshire.sch.uk. Parents should leave their child's name, class and reason for absence. Parents should contact the school daily for each day of their child's absence.

Office staff and/or the Welfare and Attendance Officer will begin to contact primary and secondary contacts by telephone from 9.30am when a child is absent from school and no explanation for absence has been received. If the school has not established a reason for absence by 10.00am (or 9.45am for children deemed vulnerable) the Welfare

and Attendance Officer will discuss next steps with the Head teacher to safeguard the child absent from school (please see section 4.5).

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.

Where there are doubts about the authenticity of the illness, the school will ask for medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

4.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent notifies the school in advance of the appointment. Parents are requested to provide evidence of appointments to the school office staff. Evidence can be shown in person, sent via Seesaw to Mrs Ashby, or emailed to enquiries@hallamfields.derbyshire.sch.uk.

Where possible, the pupil should:

- Be out of school for the minimum amount of time necessary, and attend school before/after their appointment
- Wear school uniform to their appointment, to make it easier to return to school afterwards

However, we encourage parents to make medical and dental appointments out of school hours where possible.

For any planned absence parents should complete a leave of absence request form. Leave of absence request forms can be obtained from our school office or the school website.

Please note, In September 2013 the government introduced new regulations making it clear that Headteachers must not give approval for any leave of absence during term time, including holidays, unless there are exceptional circumstances.

Parents wishing to apply for leave of absence should fill in a request form for each individual child in the family who will be absent from school in advance of making any travel arrangements. The leave of absence request form needs to be handed in 2 weeks before the first date of the requested absence wherever possible. You must have received written authorisation before your child can be absent from school. Parents may be asked to provide evidence to support their exceptional circumstances (please see section 5).

Parents may be issued with a penalty notice or prosecution should leave of 5 days or more be taken which is not authorised by the headteacher, or where repeated incidents of leave in term time for less than 5 days occur or where the unauthorised absence contributes to wider poor attendance that meets the legal threshold. Absence deemed for the reason of unauthorised leave in term time will be marked in the register with the attendance code G.

You may be issued with a Penalty Notice (Please see section 6.2) should leave be taken which is not authorised. If unpaid this could lead to prosecution under section 444(1) of The Education Act 1996.

The pupil's parent must also apply for other types of term-time absence as far in advance as possible of the requested absence. See 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

Persistently poor punctuality is detrimental to the education and progress of children. School monitors punctuality through daily register checks and weekly attendance monitoring which are carried out by the Welfare and Attendance Officer, Miss Joanne Attenborough. Parents are offered support and advice when attendance and punctuality are an issue.

Parents should note that children who arrive late after the register has closed will be marked as an unauthorised absence, which will affect the children's attendance figures. An attendance monitoring period may be put in place for your child, or a fixed penalty notice may be issued to families whose children persistently arrive after the close of register.

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:

- Contact the parent by text as soon as is practicable on the first day that they do not attend school. This will be followed up by a telephone call if no response is made or used immediately if it is a child who is vulnerable or who has poor attendance. If the school cannot reach any of the pupil's emergency contacts, the school may visit the child's home address to ensure that contact has been made with the child and the adult responsible for their care, contact other relevant professionals or contact siblings including in other schools
- If contact has not been made by 5 days of the first absence, the school will continue to attempt a home visit and seek to inform other agencies including but not limited to the police.
- After 10 school days of no contact and no explanation for a child's absence a referral for a child missing in education (CME) will be processed
- 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
- Where relevant, report the unexplained absence to the pupil's social worker and/or 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, some or all of the following measures will be pursued:

Parental responsibility letters issued

Letters of concern letters issued

Notice to improve letters issued

School monitoring periods to begin

Failure to improve letters issued

Penalty notice requests submitted

Formal Local Authority (LA) monitoring periods

Fines and/or Court proceedings

4.6 Reporting to parents

The school will regularly inform parents (see definition of 'parent', as used in this policy, in section 3.7 above) about their child's attendance and absence levels. This will be done via:

- Parents' evening consultations
- Annual attainment and progress reports
- Via the seesaw app
- Letters home at the point attendance becomes a concern
- Phone calls home from the Welfare and Attendance Officer
- Meetings with the Welfare and Attendance Officer

5. Authorised and Unauthorised absence

5.1 Approval for term-time absence

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, or regulated employment abroad
- Attending an interview for employment or for admission to another educational institution
- Study leave
- 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.

The fundamental principles that we define for 'exceptional circumstances' are circumstances which are rare, significant or unavoidable, and short. By unavoidable, we mean an event that could not reasonably be scheduled at another time. Regulation 11 of the School Attendance (Pupil Registration) (England) Regulations 2024 clarifies that schools may not grant any leave of absence during term time unless there are exceptional circumstances.

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, taking into account the specific facts, circumstances and relevant background context behind the request.

Any request should be submitted in advance of making any travel arrangements and, where possible, at least 2 weeks before the first date of the requested absence, and in accordance with any leave of absence request form, accessible via the school office or the school website. You must have received written authorization before your child can be absent from school and parents may require evidence to support any request for leave of absence.

5.2 Other reasons for authorised absence

Other valid reasons for **authorised absence** include (but are not limited to):

- Illness (including mental-health illness) and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parent(s) belong(s). If necessary, the school will seek advice from the parent's religious body to confirm whether the day is set apart for religious observance. Pupils should attend school on the days surrounding those set apart for religious observance
- Parent(s) travelling for occupational purposes – a pupil is a mobile child if their parent is travelling in the course of their trade or business and the pupil is travelling with them. In these circumstances a pupil will be considered as a mobile child, provided they are of compulsory school age and have no fixed abode and whose parent is in a trade or business that requires them to travel from place to place
- If the pupil is currently suspended or excluded from school (and no alternative provision has been made)

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

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

- Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school
- Attending another school at which the pupil is also registered (dual registration)
- Attending provision arranged by the local authority
- Attending work experience
- If there is any other unavoidable cause for the pupil not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the school premises are closed

6. Sanctions

Our school will make use of the full range of support and 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. Our school will endeavor to support children and their families (see section 8 and 9.4) before sanctions are considered.

6.1 Notice to improve

If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, the school may offer a notice to improve to give parents a final chance to engage with support.

A notice to improve will be issued in line with processes set out in the local code of conduct for the local authority area in which the pupil attends school.

It will include:

- Details of the pupil's attendance record and of the offences
- The benefits of regular attendance and the duty of parents under [section 7 of the Education Act 1996](#)
- Details of the support provided so far
- Opportunities for further support or to access previously provided support that was not engaged with
- A clear warning that a penalty notice may be issued, or prosecution considered, if attendance doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis
- A clear timeframe of between 3 and 6 weeks for the improvement period
- The grounds on which a penalty notice may be issued before the end of the improvement period

6.2 Penalty notices

The headteacher (or a deputy or assistant headteacher, authorised by the headteacher), local authority or the police can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a penalty notice.

If the school issues a penalty notice, we will check with the local authority before doing so, and send the local authority a copy of any penalty notice issued.

Before issuing a penalty notice, the school will consider the individual case, including:

- Whether the national threshold for considering a penalty notice has been met (10 sessions of unauthorised absence in a rolling period of 10 school weeks)
- Whether a penalty notice is the best available tool to improve attendance for that pupil
- Whether further support, a notice to improve or another legal intervention would be a more appropriate solution
- Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate

Each parent who is liable for the pupil's offence(s) can be issued with a penalty notice, but this will usually only be the parent/parents who allowed the absence.

The payment must be made directly to the local authority, regardless of who issues the notice. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

If issued with a **first** penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days.

If a **second** penalty notice is issued to the same parent in respect of the same pupil, the parent must pay £160 if paid within 28 days.

A **third** penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead.

A penalty notice may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the school has notified the parents that the pupil must not be present in a public place on that day). These penalty notices are not included in the

National Framework, not subject to the same considerations about support being provided, and do not count towards the limit as part of the escalation process.

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

7. Strategies for promoting attendance

We take a whole-school approach to securing good attendance and recognize the impact that our efforts in other areas – such as curriculum, behaviour standards, bullying, SEND support, and the effective use of resources such as pupil premium – can have on improving pupil attendance.

Where attendance or punctuality is an ongoing concern, the Welfare and Attendance Officer will hold a meeting with parents to agree and sign an Attendance Plan. Such plans are intended to support parents in working alongside school to overcome barriers to attendance and/or punctuality. Parents may also be signposted to other agencies as offers of support.

8. Supporting pupils who are absent or returning to school

At Hallam Fields we understand that barriers to attendance are complex, and that some children find it harder than others to attend school; therefore, we continue to prioritise cultivating a safe and supportive environment at school, as well as strong and trusting relationships with pupils and parents.

8.1 Pupils absent due to complex barriers to attendance

Where there are complex barriers to attendance school will offer support and advice through our SENDCo and the Welfare and Attendance officer in order to try to overcome these barriers and improve attendance.

The school's response will be determined by the needs of the individual or the wider, complex needs of the child's family. Support mechanisms could include any of the following or a combination of them:

- Referral to Family help services
- Referral to CAMHS (Children and Adolescent Mental Health Services) or Compass
- Referral to NHS services
- Adaptations to entry/exit procedures
- Adaptations to timetables including staggered start and finish times/reduced timetables
- Adaptations to uniform to support a diagnosed sensory need
- Ongoing support from Education Welfare
- Allocation of key adults in school to check in with identified pupils at key points
- Adaptations to a child's provision as outlined in any IEPs (Individual Education Plans), EHCPs (Education, Health and Care Plans) or plans from other outside agencies

8.2 Pupils absent due to mental or physical ill health

Where a pupil's attendance at school is impacted adversely by mental or physical ill health or their SEND, the school's response will be determined by the individual needs and barriers of the child and/or the wider complex needs and barriers of the child's family.

The school is mindful of mental health issues and anxiety which may impact upon attendance causing Emotional Based School Anxiety (EBSA). We will work supportively and proactively with parents and other agencies to support children and families experiencing EBSA. The Derbyshire EBSA toolkit is used to help remove any barriers to education for a child experiencing EBSA [EBSA Toolkit - Removing Barriers to Education.pdf](#)

Support mechanisms could include any or a combination of them:

- Referral to Family help
- Referral to CAMHS (Children and Adolescent Mental Health Services) or Compass
- Referral to NHS services
- Adaptations to entry/exit procedures

- Adaptations to timetables including staggered start and finish times/reduced timetables
- Adaptations to uniform to support a diagnosed sensory need
- Ongoing support from Education Welfare
- Allocation of key adults in school to check in with identified pupils at key points
- Adaptations to a child's provision as outlined in any IEPs (Individual Education Plans), EHCPs (Education, Health and Care Plans) or plans from other outside agencies
- Access to remote learning to support recovery from long term health conditions

Parents should consult the NHS guidance [Is my child too ill for school?](#) when deciding whether to keep their child home due to illness. We will share this guidance with parents, and provide support in understanding it, in order to promote school attendance wherever appropriate.

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

Following a lengthy or unavoidable period of absence, school will work with families to support pupils on their return to school. The school will follow and act on medical advice so that adaptations can be made to support the pupil where it is possible to do so. School may offer a reduced timetable or phased return, if this is in the best interest of the pupil. Adaptations to seating or access to classrooms may be put in place where possible, if this supports the physical needs of the pupil. The school will also identify the child as educationally vulnerable if they have missed a significant period of time in school due to unavoidable medical needs. Pupils will then be supported through pupil progress arrangements to help bridge any gaps in learning

9. Attendance monitoring

9.1 Monitoring attendance

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

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

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.

9.2 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

9.3 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 we have identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence, and their families (see section 9.4 below)

- Provide regular attendance reports to the Head teacher (and class teachers if necessary), to facilitate discussions with pupils and families, and to the governing board and school leaders (including special educational needs coordinator, designated safeguarding leads and pupil premium lead)
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies
- Share information and work collaboratively with other schools in the area, local authorities and other partners where a pupil's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific pupils, where appropriate

9.4 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 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 (see section 6, above)

10. Monitoring arrangements

This policy will be reviewed as guidance from the local authority and/or DfE is updated, and as a minimum annually by the Welfare and Attendance Officer, Miss Joanne Attenborough. At every review, the policy will be approved by the full governing board.

11. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Complaints Procedures policy
- Relational and behaviour policy
- SEND policy
- Supporting pupils with medical conditions policy
- Social, Emotional and Mental Health (SEMH) Policy
- Children Missing Education policy
- Children with Health Needs who cannot attend school policy
- Anti-Bullying policy

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

Appendix 2: Definitions

The following definitions apply for the purpose 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 granted due to exceptional circumstances
- An absence due to a family emergency

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 granted
- 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

Appendix 3: Leave of Absence Request form



PLEASE NOTE – In August 2024, the School Attendance (Pupil Registration) (England) Regulations 2024 came into force. These regulations state that Headteacher’s should not grant approval for any leave of absence during term-time, including holidays, unless there are exceptional circumstances.

Name of Child(ren)	Year Group
.....	Year Group
.....	Year Group

Childs’ Address

Name of Applicant(s) and Address (if different).....
.....
.....

I / We wish to apply for our child(ren) to be absent from school for EXCEPTIONAL CIRCUMSTANCES on the following dates.

From..... To.....

Total number of days our child(ren) will be absent from school

Please supply in as much detail as possible the reason for your request and why you feel it is **exceptional circumstances**. Please include the names of the adult(s) who will be with your child(ren) during their absence from school.

(Continue over the page if necessary.)

Signed (both parents if applicable)	Date
.....	

IF THE REQUEST IS FOR A FAMILY HOLIDAY, PLEASE SUBMIT IT BEFORE THE HOLIDAY IS BOOKED.
September 2026

Appendix 4: Why Attendance matters graphics



“Let’s give our children the chance to be the best version of themselves.”

