Enabling every young person to learn, flourish & succeed

Lutterworth College

THE CHURCH OF ENGLAND

ATTENDANCE POLICY

Administration of Policy	
Last review date	September 2026
Reviewed by	Assistant Headteacher
Approval Level	Trust Board
Review frequency	Annually
Ratified by / date	Trust Directors/ Oct 2026
Next review due date	Summer 2027
Exceptional changes approved (if required)	

Stakeholders			
Trust Leader	**X**	**Directors**	**X**
Headteacher	**X**	**Governors**	**X**
Deputy Headteachers	**X**	**Union Representatives**	**X**
SLT	**X**	**Students**	
ELT	**X**	**Parents**	**X**
Support Staff	**X**	**Others**	

All statutory policies are accessible on the Lutterworth College website (link below)

Lutterworth College - Policies & Documents

STATEMENT OF POLICY APPLICATION

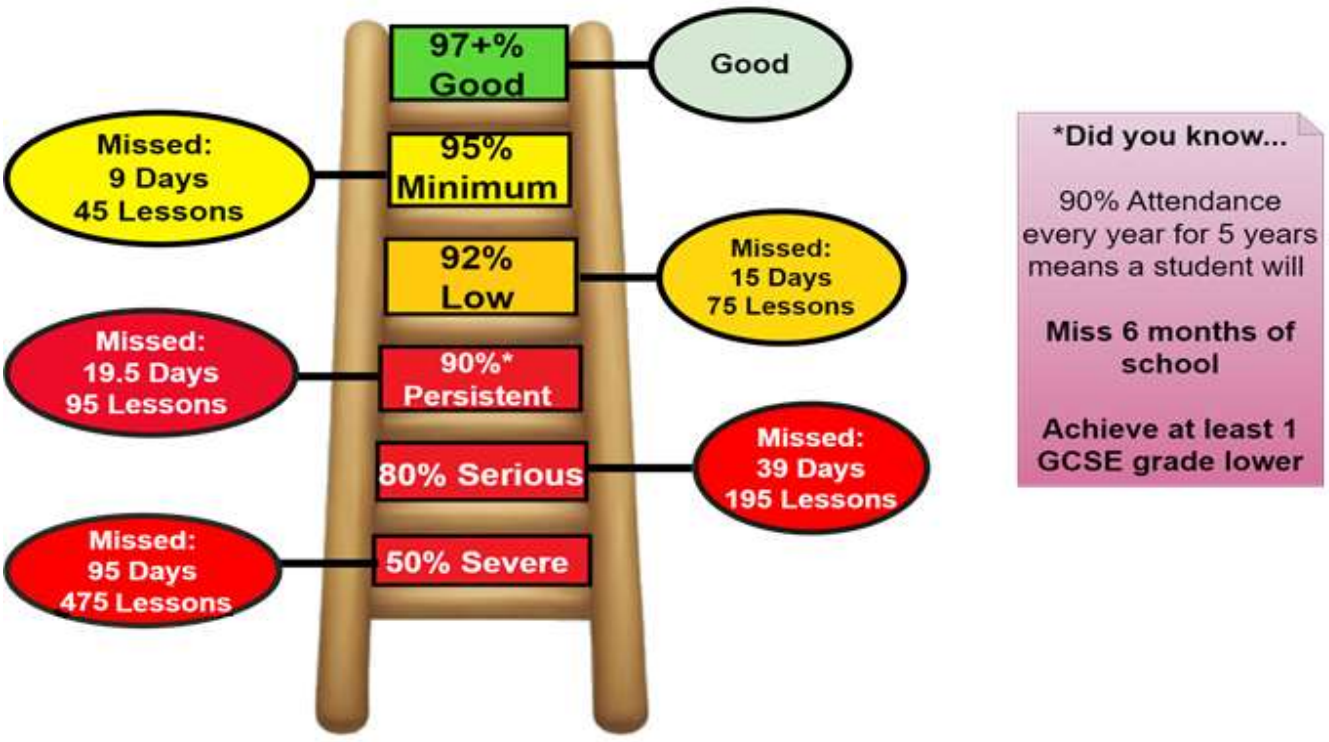
Lutterworth College is a Church of England school and sixth form in South Leicestershire. The school was founded in 1880 to serve the town of Lutterworth and its surrounding communities. All school policies support the school's mission and objective of **'*enabling every young person to learn, flourish and succeed'*.** We enable this objective by having joint strategic aims of having the 'best teachers delivering the best learning' and by embedding the Be Christ values in our young people. The Be Christ values are that we ask our pupils to 'Be' Courageous, Hardworking, Reflective, Inspirational, Supportive and Tenacious.

All school policies have the underlying principle that Lutterworth College is a faith-based school. Our objective centres on the idea of the imitation of Christ and the values that are reflected in his life. As his teaching encourages human flourishing and wisdom so pupils are encouraged to share in that world vision. The courage of Christ underpins the school's motto ***'Dare to be wise'.***

Frequently Asked Questions

1. **Why is attendance so important**

   Regular school attendance is crucial for your child's academic success and personal development. Consistent attendance helps students keep up with their lessons, develop a routine, and build social relationships with peers.



2. **My child has a cough, cold, sore throat or headache, can I send them to school?**

   Yes, pupils can come to school with ailments, they can be given a small dose of paracetamol or similar. We encourage all pupils to power through the day.

3. **My child has been vomiting or has diarrhoea. Do I need to keep them off school?**

   It depends:

   - If the vomiting or diarrhoea is caused by gastroenteritis or a similar illness, your child should stay off school for 48 hours after the last episode.

- If the vomiting is due to other reasons not related to gastroenteritis (e.g., motion sickness after a car journey), it is likely they can come to school.

4. How do I tell you my child is ill?

For each day of absence please call or email the school, ideally before 8.30am

01455 554 101

attendance@lutterworthcollege.com

5. My child does not want to come to school, what should I do?

It is important for children to understand that they must attend school everyday. Not attending school can become a habit, the longer this is left unresolved the harder it becomes to break this habit. Children can be very determined in avoiding school and families need to be even more determined to ensure they attend. Aim to get them to school on the first day of any issue and contact your child's pastoral manager to inform them of the situation.

6. When should I provide medical evidence for an absence?

We do not routinely ask for medical evidence. If medical evidence is available then it can be helpful for us to have a copy so that we can better understand the medical needs and provide relevant support.

7. What happens if my child's attendance is a concern?

If your child's attendance is a concern, we will arrange an attendance support meeting with you, your child, the pastoral manager, and/or the School Attendance & Welfare Officer. We will discuss barriers to good attendance and agree on actions to improve it. A review meeting will follow an agreed period to assess progress. Please see the support process flowchart on page 3.

8. Can my I be referred for legal action due to poor attendance?

Legal action, such as a fixed penalty notice or prosecution, is typically a last resort. If parents engage with the school to address attendance issues and attendance is improving, it is highly unlikely that legal action will follow.

9. How can the school support my child's attendance?

The school can provide various support, including access to pastoral care, counselling services, and external support services from the local authority. We work closely with families to identify and address barriers to good attendance.

10. What should I do if my child has a medical condition that affects their attendance?

If your child has a medical condition that affects their attendance, please inform the school. If available, it is helpful for us to have a copy of a medical letter to help us better understand the condition better and to facilitate appropriate support.

11. How can I help improve my child's attendance?

Ensure your child has a regular bedtime and morning routine, encourage a positive attitude towards school, and communicate with the school about any issues affecting attendance. Consistent engagement and support from parents are key to improving attendance.

12. Who can I contact if I have concerns about my child's attendance?

If you have any concerns about your child's attendance, please contact the school office to speak with your childs mentor in the first instance or email them directly. We are here to help and support you in ensuring your child's regular attendance.

Other Key Staff

School Attendance & Welfare Officer: Ms Crompton S.Crompton@lutterworthcollege.com

Attendance Office: attendance@lutterworthcollege.com 01455 554 101

Pastoral Managers

Year 7 – Mrs Wildbore	D.wildbore@lutterworthcollege.com

Year 8 – Mrs Holford	d.holford@lutterworthcollege.com
Year 9 – Mrs Lord	l.lord@lutterworthcollege.com
Year 10 – Mrs House/Mrs Knight	D.house@lutterworthcollege.com S.knight@lutterworthcollege.com
Year 11 – Mrs Godsmark-Ford	h.godsmark-ford@lutterworthcollege.com

13. **How do I apply for a leave of absence?**

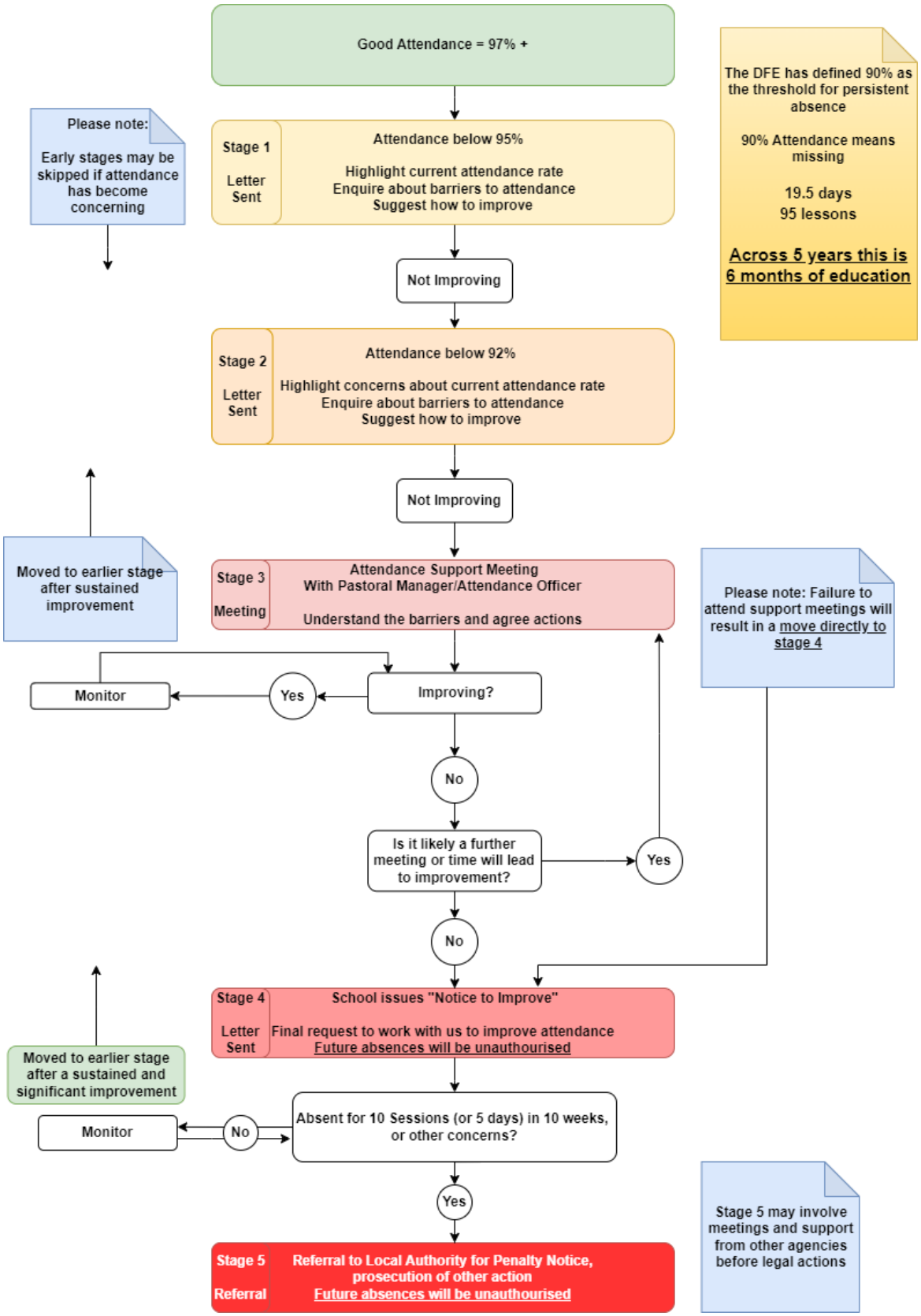
To apply for a leave of absence, please submit a written request to the headteacher detailing the reasons for the requested leave. You can access the form here

https://forms.office.com/e/iEzzfiM8AL

14. What qualifies as an exceptional circumstance for a leave of absence?

There is no formal definition of exceptional circumstances, it is up to the headteacher to determine if the circumstances are truly exceptional. It is highly unlikely a leave of absence will be granted for holidays in term time.

School Attendance Support Process



Attendance Policy

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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 Department for Education's (DfE's) statutory guidance on working together to improve school attendance (applies from 19 August 2024), through our whole-school culture and ethos that values good attendance, including:

- Setting high expectations for the attendance and punctuality of all pupils
- Promoting good attendance and the benefits of good attendance
- 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 make sure pupils have the support in place to attend school

We will also promote and support punctuality in attending lessons.

2. Legislation and guidance

This policy is based on the Department for Education's (DfE's) statutory guidance on working together to improve school attendance (applies from 19 August 2024) and school attendance parental responsibility measures. The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern school attendance:

- Part 6 of the Education Act 1996
- Part 3 of the Education Act 2002
- Part 7 of the Education and Inspections Act 2006
- The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, and 2016 amendments)
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013
- 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

3. Roles and responsibilities

3.1 The local governing body

The local governing body is responsible for:

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

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 fixed-penalty notices, where necessary, and/or authorising the senior attendance champion/ School Attendance & Welfare Officer to be able to do so
- Working with the parents of pupils with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for pupils with SEND, including where school transport is regularly being missed, and where pupils with SEND face in-school barriers
- Communicating with the local authority when a pupil with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the pupil's needs
- Communicating the school's high expectations for attendance and punctuality regularly to pupils and parents through all available channels
- 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 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 and external agencies, where needed
- Building close and productive relationships with parents to discuss and tackle attendance issues
- Creating intervention or reintegration plans in partnership with pupils and their parents
- Delivering targeted intervention and support to pupils and families

The designated senior leader responsible for attendance is Rich Holman and can be contacted via r.holman@lutterworthcollege.com.

3.4 The School Attendance & Welfare Officer attendance officer is responsible for:

- Monitoring and analysing attendance data (see section 7)
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance, and the headteacher
- Working with local authority officers to tackle persistent absence
- Advising the headteacher/Senior Attendance Champion (authorised by the headteacher) when to issue fixed-penalty notices. Completing the documentation for fixed penalty notices authourised by the Headteacher and Senior Attendance Champion
- Liaising with pupils, parents, Inclusion Team and external agencies, where needed
- Building close and productive relationships with parents to discuss and tackle attendance issues
- Creating intervention or reintegration plans in partnership with pupils and their parents
- Delivering targeted intervention and support to pupils and families

3.5 Class teachers/mentors

Class teachers/mentors are responsible for recording attendance for both morning and afternoon sessions on a daily basis, using the correct codes (see Appendix 1). This information is recorded on the schools MIS system (currently Go4Schools). Registers must be completed within the first 10 minutes of mentor time or a lesson and updated during the lesson should something change e.g. a student arrives late.

3.6 School administration staff

School administration staff will:

- Take calls from parents and pupils about absence on a day-to-day basis and record it on the school system
- Transfer calls from parents and pupils to the pastoral manager or School Attendance & Welfare Officer as 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 timetabled session on time
- Call the school to report their child's absence before 8.30am 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
- Ensure that, where possible, appointments for their child are made outside of the school day
- Keep to any attendance contracts that they make with the school and/or local authority
- Seek support, where necessary, for maintaining good attendance, by contacting the pastoral manager for the pupils year group.
- To collect children as soon as possible after being taken ill during the school day

3.8 Pupils

Pupils are expected to:

- Attend every timetabled session, on time

4. Recording attendance

4.1 Attendance register

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

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark, using the appropriate national attendance and absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024, whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

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

See Appendix 1 for the DfE attendance codes.

We will also record:

- 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 08:35 and ends at 15:10.

Pupils must arrive in school by 08:35 on each school day.

The register for the first session will be taken at 08:45 and will be kept open until 09:10. The register for the second session will be taken at 14:15 and will be kept open until 15:00.

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 by 8.30am, or as soon as practically possible, by calling the school office, who can be contacted via 01455 554 101, or email attendance@lutterworthcollege.com. Please call or email on each day of absence.

We will mark absence due to physical or mental illness as authorised, unless the school has notified the parent otherwise.

Medical evidence is not routinely requested for absence. In 2023-2024 The school authorised 22000 sessions using the code I (illness) and did not request medical evidence. The school will typically ask for evidence of a child's illness in specific situations to ensure transparency, fairness, and appropriate support for both the student and the school community. Here are some common scenarios when schools may request evidence:

Extended Absence: If a student is absent from school for more than 5 consecutive school days due to illness, the school may ask for medical evidence to verify the reason for the absence. This helps ensure that the student's absence is legitimate and allows the school to provide appropriate support and accommodations.

Recurring or Persistent Absences: When a student has persistent or recurring absences due to illness, the school may request medical evidence to better understand the nature of the illness and its impact on the student's ability to attend school regularly. This helps the school make informed decisions about educational support and intervention, if needed.

If medical evidence has been requested but not provided, the absence will not be authorised, and the code 'O' will be used. Please note, this does not imply an automatic referral for a fixed penalty notice or prosecution. If a parent is

actively engaging with the school to address attendance issues and there is visible improvement, it is unlikely that legal action will be pursued.

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 and provides a snapshot of the appointment card/text message/letter

However, we encourage parents to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

The pupil's parent must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to 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 code L
- After the register has closed will be marked as absent, using code U

A student arriving after 8:40 will also receive a C2 Lateness mark on Go4schools.

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:

- Message the pupil's parent on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school may conduct a home visit and/or contact the police to check on the welfare of the pupil
- 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
- Message 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 home visit by the School Attendance & Welfare Officer or the Police.
- 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: issue a notice to improve, penalty notice or other legal intervention (see section 5.2 below), as appropriate

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 via the Go4Schools app and website.

The school may also send out attendance updates on a regular basis.

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

The headteacher will allow pupils to be absent from the school site for certain educational activities, or to attend other schools or settings.

The headteacher will only grant a leave of absence to a pupil during term time if the request meets the specific circumstances set out in the 2024 school attendance regulations. These circumstances are:

- Taking part in a regulated performance, or regulated employment abroad
- Attending an interview
- 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.

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

A leave of absence will only be granted in exceptional circumstances. There is no fixed definition of exceptional circumstances; it is at the discretion of the headteacher to determine whether the circumstances are truly exceptional. Requests for leave of absence for family holidays are unlikely to be granted.

Any request should be submitted as soon as it is anticipated and, where possible, at least 4 weeks before the absence, please note until you have received a decision, the leave of absence is unauthorised. Please use the absence request form, accessible via

Link to form

The headteacher may require evidence to support any request for leave of absence.

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

- Illness (including mental-health illness) and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parent(s) belong(s). If necessary, the school will seek advice from the parent's religious body to confirm whether the day is set apart
- Families travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision
- If the pupil is currently suspended or excluded from school (and no alternative provision has been made)

Other reasons the school may allow a pupil to be absent from the school site, which are not classified as absences, include (but are not limited to):

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

5.2 Sanctions

Our school will make use of the full range of potential sanctions – including, but not limited to, those listed below – to tackle poor attendance. Decisions will be made on an individual, case-by-case basis.

Penalty notices

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

Penalty notices are issued by the local authority after receiving a referral from the school:

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

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

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

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

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

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

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

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

Notices to improve

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

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

They will include:

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

6. Strategies for promoting attendance

For each week of full attendance every pupil will receive an attendance star.

For each full month of attendance they will receive a house award.

A certificate for 100% will be awarded at the end of the year.

The attendance team will conduct assemblies promoting good attendance.

Send a monthly attendance update news letter.

7. Supporting pupils who are absent or returning to school

We believe in a supportive approach to improving attendance. An attendance meeting will be scheduled with parents, the pupil, and the pastoral manager (and/or School Attendance & Welfare Officer) to identify barriers to good attendance or to support a return to school after a period of absence.

During this meeting, we will collaboratively agree on actions for both the school and parents to improve attendance. Examples of actions that might be agreed:

A later start

A temporary part-time timetable

An attendance contract

If necessary, we may request medical evidence to facilitate access to local authority support services. A follow-up review meeting will be arranged after an agreed period to assess progress.

For pupils identified as having a SEND need the meeting may also include a member of the SEND team

Where a pupil has an education health and care (EHC) plan and their attendance falls, or the school becomes aware of barriers to attendance that related to the pupil's needs, the school will inform the SENDCO and they will determine if the EHCP needs to be reassessed.

For more complex cases, representatives from the agencies involved may also attend the meeting

Our Support process is outlined on page 3 as a flowchart

We will conduct daily welfare checks on students who are on our school roll but do not regularly attend the school site. These checks are in the form of text messages sent to the priority one parent, the parent can respond using a short microsoft form.

8. Attendance monitoring

8.1 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.

8.2 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

8.3 Using data to improve attendance

The school will:

- Develop targeted actions to address patterns of absence (of all severities) of individual pupils, groups or cohorts that it has identified via data analysis
- Provide targeted support to the pupils it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence, and their families (see section 8.4 below)
- Provide regular attendance reports to mentors to facilitate discussions with pupils and families, and to the governing board and school leaders (including special educational needs co-ordinators, designated safeguarding leads and pupil premium leads)
- 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, especially where siblings may be at different schools.

8.4 Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school. Reducing persistent and severe absence is central to the school's strategy for improving attendance.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable or 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 5.2, above)

9. Monitoring arrangements

This policy will be reviewed as guidance from the local authority and/or DfE is updated, and as a minimum annually by Rich Holman - Senior Attendance Champion. At every review, the policy will be approved by the board of driectors.

If contact details change for staff mentioned in this policy, they will be updated without the need for full approval.

10. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour 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