Attendance Policy

Reviewed and ratified

Full Governors Meeting: 2026



Holy Trinity & St John's CEP Primary School

St John's Road

Margate

Kent

CT9 1LU

01843 223237

Email: office@htsj.school

Website: www.holytrinitymargate.co.uk

Contents

1. Aims 2
2. Legislation and guidance 2
3. Roles and responsibilities 3
4. Recording attendance 6
5. Authorised and unauthorised absence 9
6. Strategies for promoting attendance 11
7. Supporting pupils with poor attendance 12
8. Supporting pupils who are absent or returning to school 12
9. Attendance Monitoring 14
10. Monitoring arrangements 16
11. Links with other policies 16
12. Attendance codes 17

---

1. Aims

This policy aims to show our commitment to meeting our obligations with regards to school attendance, 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
- 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 meets the requirements of the working together to improve school attendance from the Department for Education's (DfE) and refers to the DFE's statutory guidance on school attendance parental responsibility measures. These documents are drawn from the following legislation setting 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 (Penalty Notices) (England) (Amendment) Regulations 2013
- The School Attendance (Pupil Registration) (England) Regulations 2024
- 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 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
- 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
- Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual pupils or cohorts who need it most
- Making sure the school has high aspirations for all pupils, but adapts processes and support to pupils' individual needs
- 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

Mrs Stoner is the linked governor for attendance and monitors pupil attendance regularly.

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 authorizing the Attendance 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 o 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 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 Mrs S Roberts and can be contacted via 01843 223237.

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
- Working with education welfare officers to tackle persistent absence
- Arranging calls and meetings with parents to discuss attendance issues
- Advising the headteacher (authorised by the headteacher) when to issue fixed-penalty notices and completing the necessary paperwork

The attendance officer is Mrs R Bexley and can be contacted via 01843 223237 or email attendance@htsj.school

3.5 Class teachers

The following guidelines clarify the role of any person taking the register in class:

Class teachers are responsible for recording attendance for both morning and afternoon sessions on a daily basis, using Arbor. They click on 'present' if a child is here. If a child is not in, they click on the cross.

The attendance officer will then infill the reason for absence and the correct code. This will update Arbor.

3.6 School office staff

School office staff will:

- Take calls from parents about absence on a day-to-day basis and record it on the school system
- Transfer calls from parents to the attendance officer or family liaison 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 have a legal duty to ensure that their child attends school regularly and on time. Full attendance is essential to the all-round development of the child and they should be allowed to take full advantage of educational opportunities available to them by law. Poor attendance undermines their education and sometimes, puts pupils at risk, encouraging anti-social behaviour.

Parents are expected to:

- Make sure their child attends every day on time
- Provide the school with more than 1 emergency contact number for their child. If the child is in Early Years Foundation Stage, provide more than 2 emergency contact numbers, where possible
- Ensure that, where possible, appointments for their child are made outside of the school day
- Call the school or the school's online communication app to report their child's absence before 9.00am on the day of absence and each subsequent day of absence, and advise when the they are expected to return.
- Seek support, where necessary, for maintaining good attendance, by contacting Mrs Sands or Mrs Farrall, the school's family liaison officers who can be contacted via 01843 223237.

It is a parent's responsibility to contact the school on the first day their child is absent. This is a safeguarding issue so that all parties know that your child is safe. Parents should regularly update the school and inform them on when their child is returning.

3.8 Pupils

Pupils are expected to:

- Attend school every day, on time

Pupils are expected to arrive by 8.50am. All pupils that arrive late must report to the school office, with their parent, where the reason for lateness is recorded.

3.9 Whole School

We endorse a whole school approach to the promotion of good attendance and all staff should:

- Make it clear to pupils that punctuality and good school attendance is essential
- Take care of all registrations
- Follow up on absentees and reasons for absence
- Give a sympathetic welcome and support to pupils returning from a period of absence and facilitate catch up work where appropriate
- Be ready to talk to pupils (or their parents) about difficulties they are having in school and any problems they may have with attendance. Offer advice as appropriate.

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
- 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

We will also record:

- For pupils of compulsory school age 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.

Times of the school day:

Reception Year – 8.40am – 3.05pm

Year 1 and 2 – 8.40am – 3.10pm

Year 3 – Year 6 – 8.40am – 3.15pm

The register for the first session will be taken at 8.50am and will be kept open until 9.20am. The register for the second session will be taken at 12.45pm for reception Year to Year 2 and 1.15pm for Year 3 to Year 6 and will be kept open for Reception Year to Year 2 until 1.15pm and for Year 3 to Year 6 until 1.45pm.

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 9.00am or as soon as practically possible, by calling the school office staff.

Parents can report their child's absence using Arbor, telephone the school on 01843 223237 leaving a message on the answer phone/option 2 or email on attendance@htsj.school

We will mark absence due to physical or mental illness as authorised, unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the school may ask the pupil's parent to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

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

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 need to provide evidence of appointments attended. Parents can show a text message, send an email or show an appointment card.

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

Children who are late for school often miss important instructions to the learning for the day. It is disruptive for the class and can be embarrassing and unsettling for the child.

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

Pupils arriving after this time must enter school by the amin entrance ad report to reception where their name and the reason for lateness will be recorded.

Frequent lateness after the register has closed (U) will be discussed with parents and could provide grounds for prosecution or a penalty Notice.

In the first instance a letter is sent if lateness is ongoing. If there is no improvement in attendance then the parent is invited to a meeting with the Attendance Officer, FLO and a member of the senior leadership team wherever possible.

The emphasis is on understanding the barriers to punctual attendance and provide support.



Penalty notice Proceedings for Lateness

Penalty notices are issue in accordance with Kent County Council's education Penalty Notices Code of Conduct effective from January 2016, as revised in June 2020, when:

- 10 incidents of late arrival after the registers have closed during any possible 100 school sessions leads to a Penalty Warning Letter
- The Penalty Notice Warning Letter sets out 20 school days during which no unauthorised absence is to be recorded
- If unauthorised absence is recorded during the 20-day period, a Penalty Notice(s) will be issued (one per parent per child)

Where a Penalty Notice is not paid within 28 days of issue the Local Authority will instigate court proceedings.

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:

- Send a message on the school's online communication app on the first day of unexplained absence to ascertain the reason. If the school do not receive a response on their communication app the school will call the pupil's parent on the morning of the first day of unexplained absence. If the school cannot reach any of the pupil's emergency contacts, the school may visit the home address, ask for a Welfare check from the Police.
- 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 involving their School Liaison Officer.
- 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, a Notice to Improve will be issued in which the pupil will need to make significant improvement in their attendance for 20 days. If this is not successful, further legal action may be considered. For penalty notice or other legal intervention (see section 5.2 below), may be issued if deemed as appropriate.

4.6 Reporting to parents

The school will regularly inform parents about their child's attendance and absence levels, ensuring that parents are aware if their child's attendance or punctuality falls below acceptable limits.

Mid-year and end of year reports, parent consultations and as and when necessary.

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 for employment of 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.

We define 'exceptional circumstances'

- Service personnel returning from a tour of duty abroad where it is evidenced the parent will not be in receipt of any leave in the near future that coincides with school holidays
- Where an absence from school is recommended by a health professional as part of a parent's or child's rehabilitation from a medical or emotional issue
- Medical emergencies
- Family emergencies e.g. (the death or terminal illness of a relative)
- To attend a wedding or funeral of a person close to the family
- Any strong personal reasons why a family might need to take a child away from school for a short break

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 as soon as it is anticipated and, where possible, at least a minimum of 7 days before the absence, and in accordance with any leave of absence request form, accessible via the school office. The headteacher may require evidence to support any request for leave of absence.

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
- 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
- Parent(s) 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)

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

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

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

6. Strategies for promoting attendance

The school seeks to work with parents to ensure good school attendance. It recognised that young children are not responsible for lateness and poor attendance and so rewards need to be sensitively managed. Children are praised for improvements to attendance and are supported to begin to take responsibility for ensuring that they are ready for school each day.

Some children with medical conditions will find it difficult to secure full attendance and this is managed sensitively through care plans and discussions with parents.

We have a whole school approach and encourage good attendance by delivering a curriculum that is fun, engaging and considers the individual needs of every child.

The importance of good attendance is highlighted on our whole school display, situated in the hall so it is visible to all children and visiting parents. Weekly class attendance is recorded on this display.

A school attendance strategy has been implemented with the aim to increase overall school attendance, promote an understanding of the need for good school attendance, reduce the number of children with persistent absence and promote effective inter agency work.

To support this new approach,

- A weekly celebration message will be sent to children with attendance over 95%.
- An attendance trophy will be awarded to the class with the best overall attendance.
- A weekly celebration message will be sent to the class with the highest attendance and a non-uniform day will be given
- Children with attendance of 100% over a three-week period will be entered in to an attendance box with the opportunity of winning a £10 voucher.

- Three weekly attendance meetings will be held with the attendance officer and family support team who will raise any concerns with a member of the Senior Leadership Team.
- Children are rewarded with an Attendance Award certificate for each term they achieve 100% attendance.

7. Supporting pupils with poor attendance

Our school will make full use of a full range of support and potential actions – including, but not limited to, those listed below – to tackle poor attendance. Decisions will be made on an individual

7.1 Education supervision order

In cases where voluntary early help plans have been unsuccessful, we may work with the local authority to issue an education supervision order. If an education supervision order is considered, the local authority will inform the parent(s) in writing and will set up a meeting.

An education supervision order is a formal intervention but not criminal prosecution. An education supervision order initially lasts for 1 year, but it can be extended within the last 3 months for a period of up to 3 years at a time.

In cases where parents persistently fail to meet the directions given under the education supervision order, they may be liable to a fine up to £1000 upon conviction.

7.2 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

7.3 Penalty notices

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

If the school issues a penalty notice, 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.

If a pupil is absent due to complex barriers the school will work with the family to try to overcome these issues and other agencies will be consulted to offer support and advise. School Based Avoidance meetings will be held to ensure the school is offering all support and strategies possible.

8 Supporting pupils who are absent or returning to school

8.1 Pupils absent due to complex barriers to attendance

If the school becomes aware of barriers that relate to the pupil's needs, we will inform the local authority. We work with families and create strategies for removing in-school barriers by:

- Meeting with a familiar adult to support pupil into school each day
- Putting morning interventions in place if appropriate
- Regular chick-ins with the pupil
- Meeting with parents and pupil to discuss barriers to attendance – what's working well and what do they find challenging in school
- Putting a plan in place to support pupil's emotions and feelings
- Monitor and regular meetings with pupil and parent

8.2 Pupils absent due to mental or physical ill health

- Meet with parent to complete or update a care plan
- Meeting with parents (and pupil if appropriate) to discuss a transition plan to school e.g. a

planned, time limited transition timetable to support need

- Meeting with a familiar adult to support pupil into school each day if necessary
- Regular check-ins with the pupil
- Monitor and regular meetings with pupil and parent
- Support from Family Liaison Team and Nursing Team, if appropriate

8.3 Pupils absent due to other barriers to attendance

- Meeting with familiar adult to support pupil into school each day
- Morning interventions in place if appropriate. EG. Drawing and talking
- Put a transition timetable in place with regular reviews
- Regular check-ins with pupil
- Meeting with parents and pupil to discuss barriers to attendance – what's working well and what do they find challenging in school
- Emotional Based School Avoidance meeting with child, parent, SENCo and teacher
- A plan put in place to support pupil's emotions and feelings
- Monitor and regular meetings with pupil and parent
- Consultation with the Educational Psychology team for support

Part of Ofsted's criteria for 'expected standard' for attendance and behaviour says that any reasonable adjustments and/or interventions should be timely and appropriate, well-chosen and targeted.

Where a pupil has an education health and care (EHC) plan and their attendance falls, the school will inform the local authority.

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

- Meeting with parents and pupil if appropriate to discuss transition back to school
- Meeting with a familiar adult to support pupil into school each day
- Morning interventions in place if appropriate
- Regular check-ins with the pupil
- A plan put in place to support pupil's emotions and feelings if necessary
- Monitor and regular meetings with pupil and parent

Parents of pupils returning after a lengthy absence will be invited in for a meeting to discuss a phased return to ensure that the pupil has a successful reintegration back into full time education. Each case will be looked at on an individual basis.

8.5 Prolonged absence for children in EYFS

In cases of prolonged absence, or when a pupil is absent without notification, we will attempt to contact the pupil's parents and alternative emergency contacts.
When deciding whether a pupil's absence should be considered prolonged, we will consider the:

- Patterns and trends in the pupil's absences and their personal circumstances
- Vulnerability of the pupil and their parents, as well as the circumstances of their home life

We will also implement our safeguarding procedures (see our child protection/safeguarding policy available

on the school website) and refer any concerns to local children's social care and/or request a police welfare check.

9 Attendance monitoring

Whole school attendance is monitored against FFT national data each time it is issued.

Attendance officer meets with the Family Liaison Officers every three weeks to discuss attendance of pupils under 95% and any persistent absentees. Letters are sent to parents if necessary and parents are invited in to meet with the attendance officer, family liaison officers and a member of the senior leadership team.

The attendance officer and family liaison officers monitor the attendance of children identified as having falling attendance, persistent absence or lateness. Arbor and CPOMs systems are used to easily manipulate this data.

The family liaison officers, DSL and Head of School all attend weekly FST (Family Support Team) meetings, so there is "joined up" thinking around attendance and any safeguarding, or potential safeguarding issues.

9.1 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.

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 it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severed absence, and their families (see

section 8.4 below)

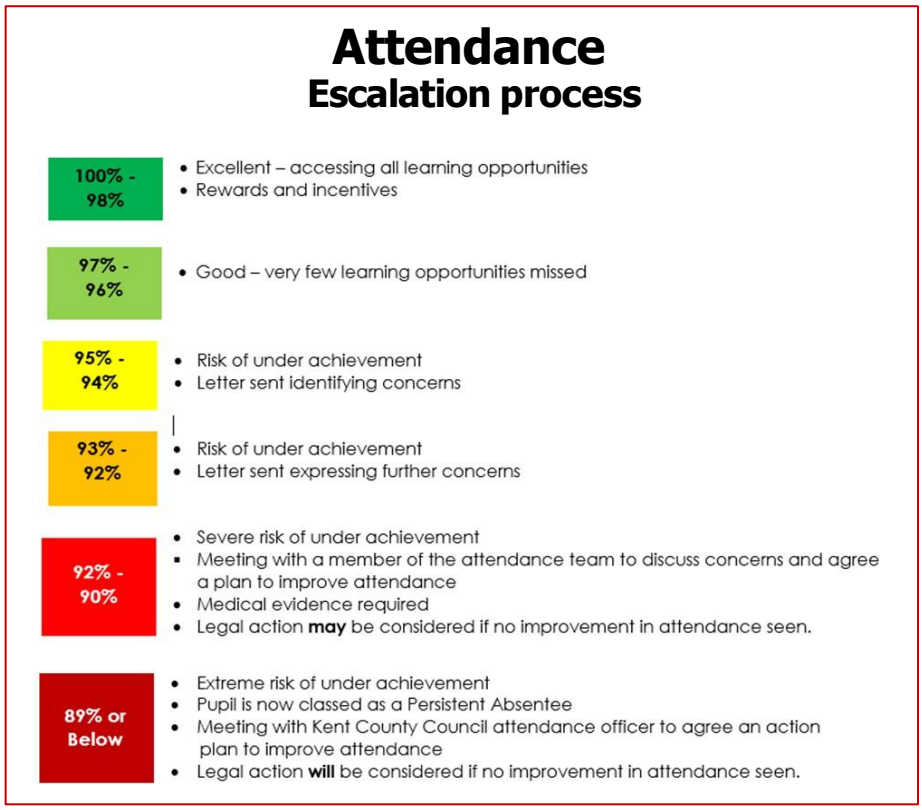
- Provide regular attendance reports to class teachers, to facilitate discussions with pupils and families, and to the governing board and school leaders (including special educational needs coordinators, designated safeguarding leads and pupil premium leads)
- Use data to monitor and evaluate the impact 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, 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 7, above)
- Referral to the Educational Welfare Officer at Kent County Council
- Visit children's homes where the children are absent without explanation and the school is unable to contact the family
- Always see support wherever possible, signposting and providing advice
- If the child has a social worker or Early Help Worker, liaise them



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 Senior leadership team. 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 policy*
- *Safeguarding policy*
- *Rational Approach to Behaviour policy*
- *EYFS policy*

12 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