Sharley Park Community Primary School

ATTENDANCE POLICY 2026

Signed: Vicky Botterill - Chair of Governors
Date: 8 July 2026

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Owner	**D Bowes, Attendance Officer**
Last Reviewed	**N Stevenson, Headteacher, May 26** **J Mbwana, Governor, June 26**
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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 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
- Making sure school leaders fulfil expectations and statutory duties, including:
    - Making sure the school records attendance accurately in the register, and sharing the required information with the DfE and local authority
    - Making sure the school collaborates effectively with local partners to help remove barriers to attendance, and keeping 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 supports 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, collaborating 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 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

3.2 The headteacher-

The headteacher Mrs. Nicola Stevenson is responsible for:

- The implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors.

- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary, and/or authorising the attendance officer to be able to do so
- Collaborating 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 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

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 upheld by all staff
- Consulting with pupils, parents/carers, 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/carers
- Delivering targeted intervention and support to pupils and families

The designated senior leader responsible for attendance is Mrs. Nicola Stevenson and can be contacted via 01246 864833.

3.4 The attendance officer

The school attendance officer Miss Donna Bowes 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 education welfare officers to tackle persistent absence
- Advising the headteacher (authorised by the headteacher) to request a penalty notice

The attendance officer Is Donna Bowes and can be contacted via 01246 864833.

3.5 Class Teachers

Class teachers daily, using the correct codes (see Appendix 1), and submitting this information to the school office every morning (AM) and afternoon (PM) via their register on the computer Arbor system.

3.6 School Office staff

School Office staff will:

- Take calls from parents/carers about absences on a day-to-day basis and record them on the school system!
- Transfer calls from parents/carers to the attendance officer where appropriate, 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., who live with and looks after them)

Parents are expected to:

- Make sure their child attends every school day on time!
- Call the school to report on their child's absence before 9.00am on the day of the absence. We expect parents to call in and report the absence and each subsequent day of absence and inform the school office when their child is to return. Allowing the 48-hour containment rule, we expect the parent to call in and state when their child is last sick to ascertain the correct date to return.
- Provide the school with more than two emergency contact numbers for their child
- Ensure that, where possible, appointments for their child are made outside of the school day
- Keep to any attendance recommendations and support offered that they make with the school and/or with local authority
- Seek support, where necessary, for maintaining good attendance, by contacting Miss Donna Bowes, Attendance officer contacted via telephone 01246 864833 or email, donna.bowes@sharleypark.derbyshire.sch.uk

3.8 Pupils

Pupils on our school roll are expected to ensure that:

- They attend school every day
- They are on time ready for learning in their class by 8.45am
- They are always honest and truthful and open
- They come back to school where possible after a medical appointment to continue learning
- They behave in a way that is appropriate and safe at school

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:

- 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.

The school day starts at 8:45am and ends at 3.15pm for reception, year 1 and 2 and 3.20pm for year 3 to 6

Pupils must arrive at school by 8.45am each school day.

The register for the first session will be taken at 9.00am and will be kept open until 9.30am. The register for the second session will be taken at 1.00pm and will be kept open until 1.30pm.

4.2 Unplanned absence

The pupil's parents 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 possible by calling the school administration staff, who can be contacted via 01246 864833.

Parents must contact the school notifying them of any absence using Dojo messaging and telephone, leaving voicemail where necessary, stating the reason for absence clearly.

Parents must contact the school each day of their child's absence. The school applies the 48hour rule for sickness and diarrhea, therefore the time of the last time the child was sick must be stated when notifying the school of the absence.

We will mark absence due to physical or mental illness as authorised unless 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 if the pupil's parents notify the school in advance of the appointment. (Attendance code M)

As soon as parents are notified of a medical or dental appointment, the school should be notified and provided with evidence to support the appointment, only after evidence has been provided, will the registers be updated with the correct code.

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 and always be return to school where possible to mimimise lost educational opportunities.

The pupil's parents 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 it will be marked as late, using the appropriate code.
- After the register has closed it will be marked as absent, using the appropriate code.

Children who are persistently late soon fall behind with their learning.

Pupils who come in to school after 8.55am and arrive through the school reception area will be asked by the Attendance officer why they are late, and a reason must be given. The parents will sign up for their child in to the electronic Arbor system and their child will be marked as late (Attendance Code L)

Any child who arrives for school later than 9.30am will be marked as late (Attendance code U). This is an unauthorised absence for the whole session and will affect your child's overall attendance percentage and can be used to calculate absence thresholds for legal decision making.

All reasons for lateness and punctuality are monitored and if persists parents will be invited to an attendance meeting to discuss how we could improve the child's attendance.

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:

- Call the pupil's parents 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 will act with a home wellbeing check of the child as part of the safeguarding procedures of the school and leave a hard copy letter advising the parent that a visit has been made and to contact the school as soon as possible. If no contact is made and the school believes there is a safeguarding issue, the police will be contacted as part of the school safeguarding procedures.
- 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 five working days after the session(s) for which the pupil was absent
- Call the parents on each day so that if the absence continues without explanation, to make sure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving a Derbyshire County Council Starting point and/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 and communication, detailing clear timescales and target of improvement
- 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 the parents will be invited in to an attendance meeting with the attendance officer and senior leadership team See Section 5.2 below
- If parents do not engage with the school, and the child has not returned to school, the school safeguarding protocols are put in place, and a Child Missing in Education referral will be conducted and reported to Derbyshire County Council.
- If three home visits (Safety and wellbeing checks) have been made due to the parents not informing the school the reasons for their child's absence and there has been no response from the parent of the absence, the Education and Welfare team at Derbyshire County Council will be notified and the national Framework will be followed

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 every term.

5. Authorised 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.

We define 'exceptional circumstances' as

- Medical emergencies
- Family emergencies (e.g., death of a relative)
- Parental wedding

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 a leave of absence will not be granted for the purposes of a family holiday.

The school considers each application for term-time absence individually, considering 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 two weeks before the requested absence, and in accordance with any leave of absence request form, accessible via 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 (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
- Parent(s) travelling for occupational purposes – a pupil is a mobile child if their parent is travelling during 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. Strategies for promoting attendance

We want our pupils to succeed and develop their skills. To do this, pupils need to avoid missing lessons and days of school as much as possible. As a school, we want to reward high attendance and not just penalise pupils for poor attendance.

At Sharley Park Community Primary School we,

- Create a welcoming and engaging school environment
- Have clear expectations as to what is expected of a parent for their child attending school
- Have the right people in the right place at the right time for the children
- Make school attendance a priority
- Involve parents when addressing attendance and offering a “support” first approach
- Offer a whole school wide approach to positive attendance and the impact that it makes to each child
- Connect with at risk children by building relationships with parents and children
- Positively integrate all children back in to school

Communication

- Regular communication with parents and teachers
- Establish positive engagement between families with attendance officer and pastoral manager and wellbeing officer
- Staff will be visible at the school gates each day
- Attendance officer available every morning in reception
- Weekly newsletter to parents through the Dojo portal
- Weekly newsletter reporting of year group attendance to parents through the Dojo portal
- Regular parents’ evenings
- Highlight 1st stage attendance letters from attendance officer

- Focused attendance meeting with parents through positive engagement and support
- Attendance displays around school
- Offer clear information as to where a parent can access support and further information
- Celebrating good attendance in assemblies

Designated Personnel

- Miss Donna Bowes, Attendance officer (Available every morning)
- Mrs. Debbie Pearson, Pastoral Manager (Available everyday)
- Mrs. Lisa Ellis Wellbeing officer (Through referral offering one on one support) Available Mon, Wed & Fri Morning)

Parents

- Ensure that as a school we ensure all school staff will collaborate with parents to engage and support their children attending school as this is part of the UN convention of the rights of the child to have a good quality of education which will develop talents and abilities.
- Are aware that parents have a legal duty to ensure that children of compulsory school age attend school on a regular and full-time basis.
- Parents are accountable to ensure that their child attends school and engage with school support to improve attendance

Acting on attendance data

- Information sharing of term attendance data available to every parent
- Robust filtering of attendance data provided to identify areas of concern and patterns of absence
- Robust monitoring of attendance data daily, weekly, and yearly using systems available
- Weekly and fortnightly school versus national data reporting to Senior Leadership teams and governors
- Utilising attendance data to inform parents of their child's attendance and alert to existing and future concerns around attendance for improvement

7. Supporting pupils with poor attendance

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.

7.1 Education supervision order

In cases where attendance meetings and voluntary early help plans and extended support has 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 of up to £1,000 upon conviction.

7.2 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 were not engaged.
- 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 period 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 timeframe

7.4 Penalty notices

The headteacher (or a deputy or assistant headteacher, authorised by the headteacher), local authority or the police can authorise for a fine to be requested for 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 request to be completed and sent to the parent

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 ten 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. 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.

8. Supporting pupils who are absent or returning to school

8.1 Pupils absent due to complex barriers to attendance

The school approach is support first. Some children face greater barriers to attendance, such as pupils with long term medical conditions or special educational needs and disabilities.

For children who face complex barriers to attendance, our school will have sensitive approach to this and have sensitive conversations with children and families and work with them to put support in place. This is explained in our 'Working together to improve school attendance' guidance.

Support may include reasonable adjustments for pupils with disabilities or help for pupils where mental health issues are affecting their attendance.

8.1a Pupils absent due to Parental Mental Health or Disabilities

School recognises that attendance and lateness can be a challenge for parents with their own Mental Health or Disabilities. School works to support parents' and signpost them to designated staff within school who can offer support for parents who are having difficulties. Miss Donna Bowes, Attendance officer (Available every morning), Mrs. Debbie Pearson, Pastoral Manager (Available every day). It is a parent's responsibility and legal duty to ensure their children attend school and are not late.

8.2 Pupils absent due to mental or physical ill health

The school provides available senior specialist teachers to help children with mental health and SEND requirements

- Set realistic expectations of what the school can provide and how we will help a child back in to school
- Work on building trust with parents and children
- Be patient and consistent, reflect and revisit reasons that are impacting on the child attending

8.3 Pupils absent due to other barriers to attendance

Set out your approach towards pupils absent from school due to:

- Having SEND
- Being disadvantaged
- Being known (or previously known) to children's social care
- Having other barriers to attendance (e.g. young carers)

Part of Ofsted's criteria for 'expected standard' for attendance and behavior 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, or the school becomes aware of barriers to attendance that are related to the pupil's needs, the school will inform the local authority.

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

- Setting priorities for learning in the light of diverse needs and requirements
- Encouragement each child with routine around attending school
- Work with parents to reduce demands outside of school
- Ensure that the child when in school has the necessary support available and knows where to go
- Has "Check in" service available for the child on a one-to-one basis
- Regular communication with parents updating them on current situation and working together to continue to improve attendance.

8.5 Prolonged absence for children in the EYFS

In cases of prolonged absence, or when a child is absent without notification, we will attempt to contact the child's parents and alternative emergency contacts.

When deciding whether a child's absence should be considered prolonged, we will consider the:

Patterns and trends in the child's absences and their personal circumstances

Vulnerability of the child 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's website and refer any concerns to local children's social care and/or request a police welfare check.

9. Attendance monitoring

The school attendance officer monitors the following and this is actioned daily

- Unauthorised absences
- Non reporting of absence
- Punctuality of children
- Sickness off all year groups
- Holiday absences
- Attendance concerns
- Persistent absentees
- Meeting with parents to offer support and a way forward to improving their child's attendance
- Any other related attendance 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 systems so that data can be accessed regularly and securely

Mandatory data will be collected each term and published at national and local authority level through the DfE's school's 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-term, 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.
- Use data to monitor and evaluate the impact of any interventions put in place to modify them and inform future strategies
- Share information and work collaboratively with other schools in the area, local authorities, and other partners where a pupil's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific pupils, where appropriate

9.4 Reducing persistence 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 persistence 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 support 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 can be accessed 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)
- Contact the relevant safeguarding authorities where appropriate
- Communicate with Derbyshire County Council for advice and follow-up
- Access referral through child missing in Education at Derbyshire County Council
- Access all national framework correspondence to ensure correct protocols are followed
- Parents will be invited to attendance meetings, with the first approach of support and how the school can assist the parents in fulfilling their duty for their child to attendance education
- The school will utilise all necessary support outside services that are available to them, this includes Starting Point referrals with Derbyshire County Council where there is a safeguarding issue
- The school will continue to monitor weekly children who met the 10% threshold of absence, or are working towards reaching it and working towards improving their attendance
- The school has regular safeguarding meetings where attendance is discussed, and concerns are raised
- The attendance officer provides parents with a pre-attendance letter which details all absences to date and current and past attendance and highlights the attendance concern for improvement to be made before escalation following national framework protocols
- Regular meetings between the Pastoral manager and Attendance officer to discuss attendance concerns and correlation between attendance and family concerns

10. Monitoring arrangements

This policy will be reviewed as guidance from the local authority and/or DfE is updated, and as a minimum once per year by Donna Bowes, Attendance Officer and /or subject to any National Government attendance updates which could be introduced. 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
- Behavior policy
- Supporting pupils with medical conditions
- Pupil mental health and wellbeing
- EYFS 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 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 have been registered
#	Planned whole-school closure	Whole school closures that are known and planned, including school holidays