



Attendance Policy

The Bridge School

Ratifying Committee	Link Governor and Full Governing Body
Date	September 2026

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
- Promoting and support punctuality

This policy is written with the aim to maximise pupil attendance. The school understands the individual needs of each pupil and this aims to support families to maximise attendance based on the individual pupil.

The school aims to work with families to:

- Listen
- Understand
- Work out the reasons for pupils not attending and agree a plan of support
- Work with families to support and engage with other services if support is required.

2. Legislation and guidance

This policy is based on the Department for Education's (DfE's) statutory guidance on and https://assets.publishing.service.gov.uk/media/6a4f9ec6a6586e258d371bd0/Working_together_to_improve_school_attendance_2026.pdf, [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](#)
- <https://www.legislation.gov.uk/uksi/2006/1751/contents> [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013 and the 2024 amendment](#)

<https://www.legislation.gov.uk/uksi/2013/757/regulation/2/made> It also refers to:

- [School census guidance](#)

- [Keeping Children Safe in Education](#)
- [Mental health issues affecting a pupil's attendance: guidance for schools](#)
- [The Education \(Penalty Notices\) \(England\) Regulations 2007](#)
- <https://www.childrenscommissioner.gov.uk/back-into-school/resources-for-families/>

3. Roles and responsibilities

3.1 The Governing Board

The governing board is responsible for:

- Promoting the importance of school attendance across the school's policies and ethos.
- Setting high expectations of all school leaders, staff, pupils and parents in relation to attendance.
- 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.
- 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.
- 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.
- Making sure all staff receive adequate training on attendance.
- 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.

The Governing Body is required to set an overall attendance target for the school. It is important to set realistic targets for both attendance and persistent absence. These targets will be set during the Autumn term of each academic year, in consultation with the governing body.

The Governing Body have a linked governor who meets with the Headteacher on a termly basis to discuss and challenge attendance data and patterns that are reported to the governing body each term. The link governor is Sara Venn who is also the Chair of Governors.

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.
- Communicating with the local authority when a pupil 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 (also known as the 'senior attendance champion') is responsible for:

- Leading, championing and improving attendance across the school.
- Setting a clear vision for improving and maintaining good attendance.
- Evaluating and monitoring expectations and processes
- Having a strong grasp of absence data and oversight of absence data analysis
- Regularly monitoring and evaluating progress in attendance
- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff
- Liaising with pupils, parents/carers and external agencies, where needed
- Building close and productive relationships with parents 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 Emily Tracey and can be contacted via a7017@taw.org.uk or 01952 387108.

Heads of Phase for Early years, Primary and Secondary act as Deputies in this area and drive the support and improvement for attendance for their phase. Lindsay Goring also acts as Deputy Lead for attendance

They will:

- check the daily absence log (in particular for their phase of pupils)
- ask a Senior Teacher or other Head of Phase to check their phase of pupils if they are unable to check on a given day.
- review the reasons for absence given for individual pupils and also agree actions. For example, if no reason for absence has been given they will liaise with the Attendance Officer in Admin on any further measures needed.

Actions that may be carried out are based on the context and triangulation of known information about the individual pupil (this includes information from external professionals such as Health and

also Social Care) These actions may be taken due to no reason being given or due to continued absence or concern during an absence period:

- No further actions
- Contacting emergency contacts
- Well-being call to family by school staff or LA Attendance Officer
- Liaison with other services such as Health or Social Care
- Microsoft Teams visual call
- Home visit (This may be carried out by LA Education Officer or school staff where appropriate)
This visit will be based on supporting families and pupils and their safety and safeguarding for all families and for some may also link with Social Care.

Any decisions on further actions to support a family or monitor an absence will be reviewed regularly. The admin Attendance Officer will flag to the linked DSL every 3 days of absence to query if any more actions needed.

During an absence period a family may be asked by school for staff members to see a child or to provide information related medical follow up e.g. medication, appointments etc.

The Deputy Attendance Leads will share attendance with the LA and linked professionals working with the pupil e.g. Health, Social Care.

3.4 The Attendance Officer

The school attendance officer is responsible for:

- Checking the daily absence information and then contacting Head/Deputy Leads for attendance to highlight any pupils for whom there is no reason for absence following admin actions and also any known priority pupils. In the event of her absence this is delegated to another member of the admin team by the School Business Manager.
- Collating the data/information to enable overall monitoring and analysis to take place- this is done termly in terms of overall patterns and groups.
- Providing any national and local bench-marking statistics to support analysis
- Monitors that registers are completed timely and correctly in terms of codes on a daily basis.
- Provides regular attendance information to the Deputy Attendance Leads and key staff who can identify and report concerns about attendance and follow up as Deputy Designated Safeguarding Leads and with the head teacher. This includes flagging to the Deputy Attendance/Deputy Safeguarding Leads each period of absence on each block of three days so any further actions needed can be reviewed
- Ensures that any Part Time Timetables are completed and logged correctly and in the register process.
- Liaising closely with the linked LA Education Officer and social care as necessary and agreed. This can be to support the persistent absence of a pupil.
- Completing the processes required for any court processes including the issuing of penalty notices in liaison with the Senior Attendance Champion.
- Notifying LA of any pupils who have absence longer than 10 days in accordance with legal requirements and follows all processes in relation to children missing in education and any processes linked to home education requests.
- Keeping any records of any actions/action plans linked to attendance.

The Bridge School Attendance Officer is Jen Budd, and she is contactable via A7017@taw.org.uk

3.5 LA Education Officer

The school is supported by an LA Education Officer.

The LA attendance officer will:

- Support the school in coding and authorisation and non-authorisation of absence requests or absence.
- Support the school in raising any issues that form barriers to attendance that are identified linked to other services
- Meet at least termly or more with the school attendance team and relevant social care staff to review attendance patterns for individuals and groups and support decisions on any actions to support, monitor or take action.
- Monitor the implementation of tasks of the Attendance Officer and admin team.
- Carry out processes linked to formal action taken including court processes.
- On occasion, visit homes when contact cannot be made with a family to ascertain why pupil is not in- this may be on first day of absence or within a short number of days dependent on the individual case. This visit will be based on supporting families and pupils and their safety and safeguarding for all families and for some may also link with Social Care.
- ***If in an individual case the local authority believes a Penalty Notice would be appropriate, they retain the discretion to issue one before the threshold is met. This might apply for example, when parent(s) are deliberately or purposefully avoiding the national threshold by taking several term time holidays below threshold, or for repeated absence for events such as birthdays and taking their child out of school, or when there are only four pupil days in school and the fifth day is for example a PD day or bank holiday.***

3.6 Class Teacher or lead adult in class

Class teachers or other senior staff member leading the class are responsible for:

- Recording attendance on a daily basis, using the correct codes, and submitting this information to the school office.
- Completing morning registers by **9.30am** and afternoon registers by **1:30pm** for whole school. The adult completing should follow the guidance issued by the School Attendance Officer on codes and reasons and what to do if no reasons. If the class teacher or lead adult is unsure of a code they should call the Attendance Officer.
- Notifying the admin team immediately if the class team receive a message or call from parent/carers in relation to absence or if there has been information passed on by transport.
- Notifying the admin team if they have any notes in the home-school diary or information from parents about appointments or forth-coming absences, they need to inform admin team on that day and if for following day straightaway.

If a teacher is concerned about a pattern of attendance or a staff member shares with them that they are, they are to contact the linked Head of Phase.

3.7 School Admin staff

School admin staff will:

- Take calls from parents/carers about absence on a day-to-day basis and record it on the school system. Calls can also be taken from those listed as an emergency contact. If a family member/person phones school to report an absence and they are not listed as an emergency contact, admin will follow up the absence with a parent/carer to verify.
- Transfer calls from parents/carers to the Head of Phase or Senior Teacher in order to provide them with more detailed support on attendance.
- Collate and circulate daily absence log each morning with the aim to be sent out by 10.30am.
- Collate and share any information received from the school staff through diaries, messages etc.
- Update Head of Phase (or other linked SLT in their absence) of any information received after the log has been sent out and update the absence log as appropriate.
- Contact the Head of Phase on day 3 of an absence and every three days after so that the Head of Phase makes a decision based on known information. They will make decisions based on any other actions, (if any are needed), contact or support for the pupil or family (this may mean daily contact). The contact to Head of Phase will be made by the School Attendance officer or the delegated member of admin.

Any agreed actions will be notified to the School Attendance Officer and this will be recorded on the daily log or as necessary in a confidential file. If a Head of Phase is absent the request goes to Deputy or another senior member of staff on site.

3.8 Parents/Carers

Parents/carers are expected to:

- Make sure their child attends every day on time from 9.00am to 3.00pm.
- Call the school to report their child's absence prior to the start of the school day (**09.00am**) and each subsequent day of absence. If a period of absence is known parents/carers are to advise at the latest when they are expected to return. Calls are to be made by parents/carers or emergency contacts when possible. If a call is made by someone unknown to the school then the admin member of staff will follow the absence up with parent/carer to verify.
- Let school know at the earliest time possible if their child is going to be absent from school to assist with school organisation e.g. the day before absence if known or early in morning. (You can email a7017@taw.org.uk or telephone school on 01952 387108 and leave a message on the school answerphone).
- Ensure they provide school with the correct contact details for themselves and emergency contacts and have the responsibility to notify school of any change.
- Provide the school with more than 1 emergency contact number for their child and be responsible for updating the school if these change.

- Ensure that, where possible, appointments for their child are made outside of the school day.
- Understand that the school may need to follow up on attendance including home visits or request confirmation of specific appointments etc to fulfil their responsibilities as outlined above.
- Understand that information is shared with linked professionals as appropriate to the individual child.
- Seek support, where necessary, for maintaining good attendance, by contacting the class teacher, Parent and Family Liaison Worker or linked Head of Phase. This can be done via the home school diary, by calling the school on 01952 387108 or by emailing the school on A7017@taw.org.uk

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 register for the first session will be taken at 9.00am will be kept open until 9.30am. The register for the second session will be taken at 1.15pm and will be kept open until 1.30pm.

The school day starts at 9.00am and finishes at 3.00pm. Parents/carers of pupils in EYFS and Primary can collect from 2.50pm.

4.2 Unplanned absence

The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence at the latest by start of school day (9.00am) or as soon as practically possible by calling the school office or emailing school. Parents and carers are asked to do this at the earliest possible time e.g. the previous evening if known.

We will mark absence due to 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 or for a prolonged period e.g. over 5 days the school may ask the pupil's parent/carer 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.

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/carers should complete an absence request slip and should attach a copy of appointment letter to the request. These can be obtained through the home-school diary or can be collected directly from the admin office.

However, we encourage parents/carers 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. We do understand the complexities for some pupils in relation to their individual needs and will look at requests on an individual basis.

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

- The School's Attendance Officer provides information on pupils who are late to arrive to the Deputy Attendance Leads in school and school should follow up on persistent patterns with the aim of identifying the reasons, working with families to support where possible and agreeing plan and expectations for improvement going forward. The information is also reviewed with the LA Attendance Support Officer to support and monitor improvement.

The school understands the individual needs of pupils and will work with parents/carers to offer support when a pupil is consistently late into school.

4.5 Following up unexplained absence

When a pupil who is expected to attend school does not attend, or stops attending without reason, the school will:

- Call the pupil's parents/carers on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach parents/carers then emergency contacts will be called.
- 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.
- The school may request the LA Education Officer visits on first day of absence or within a number of days that a family cannot be contacted to visit home or school staff may complete a visit. This is about the well-being and safety of family and pupils. The school may liaise with other professionals linked with a family such as Social Care. The police could be called if there are concerns about the child or families welfare.
- 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.

4.6 Reporting to parents

The school will regularly inform parents about their child's attendance and absence levels. This is done for all pupils through annual review process or more regularly if attendance patterns need to be explored and to support families.

We understand as a school that there are many sensitive situations related to pupils' attendance patterns e.g. linked to complex health issues. The processes are to support the maximum attendance possible based on individuals.

5. Authorised and unauthorised absence

In July 2026 the DfE reviewed and amended the 'Working Together to Improve School Attendance' statutory guidance. This guidance sits alongside the 'National Framework for Penalty Notices' which the Government introduced in August 2024 and 'The School Attendance (Pupil Registration) (England) Regulations 2024' and the Education (Penalty Notices) (England) Regulations 2007.

In Telford & Wrekin it is the delegated responsibility of the Attendance Support Team to issues Penalty Notices following referrals from schools, and only they can issue Penalty Notices relating to school absence.

It is only the Headteacher (or delegated member of School Staff) who has the discretion to authorise any request for leave in term time and it is also they that decide the duration of that leave. Parents must submit a request for leave in term time to the school, allowing ample time for consideration to be given. Any circumstances that parents wish to be considered should be included in the request. Holidays should not be booked before permission is granted. The legislation does not allow for any school to adopt a blanket ban, all requests for leave in term time will be considered to determine if there are exceptional circumstances and parents must be notified of that decision.

The government introduced changes in legislation from August 2024 that parents need to be aware of:

- If your child has 10 sessions of unauthorised absence in a 10-school week rolling period, you may be issued with a Penalty Notice. These 10 sessions may include any unauthorised absence, including leave in term time and sessions do not have to be consecutive.
- If in an individual case the local authority believes a Penalty Notice would be appropriate, they retain the discretion to issue one before the threshold is met, so for eight sessions of unauthorised absence. This might apply for example, when parent(s) are deliberately or purposefully avoiding the national threshold by taking several term time holidays below threshold, or for repeated absence for events such as birthdays and taking their child out of school, or when there are only four pupil days in school and the fifth day is for example a PD day or bank holiday
- Penalty Notices increased to £160 from August 2024. This can be reduced to £80 but only for the first Penalty Notice issued, if paid within 21 days – this reduction does not apply to any subsequent Penalty Notice.
- Any 2nd Penalty Notice, to the same parent for the same child, issued within three years of the date of the first Penalty Notice will be charged at a flat rate of £160
- A third Penalty Notice will not be issued within a three-year rolling period, to the same parent for the unauthorised absence of the same child, - alternative action or legal measures will be utilised for subsequent offences.
- Penalty notices are intended to prevent the need for court action and should only be used where it is deemed likely to change parental behaviour and support to secure regular attendance has been provided and has not worked or been engaged with, or would not have been appropriate in the circumstances of the offence (e.g. as is usually the case for an unauthorised holiday in term time).
- In some circumstances a 'Notice to Improve' may be issued – However, a Notice to Improve will only be used in cases where support is appropriate. They will not be issued in cases of unauthorised leave in term time for holidays, where information for parents is included in schools' attendance policy and on school's website, or a warning by the school that a Penalty Notice could be issued if unauthorised leave in term time is taken will suffice.

'Parents should always apply to the Headteacher for any request for leave in term time by completing a request form available from the school. (DfE guidance states schools should not authorise leave retrospectively so any leave in term time taken without a request being submitted will be unauthorised absence).'

In developing and publishing the National Framework, the Government renewed appeals to parents not to take their children out of school during term time. The Governors and Headteacher of this school support this initiative. The legislation does not allow for blanket bans, therefore all requests for leave in term time will be considered. However, in line with the Education (Penalty Notices) (England) Regulations 2007, The School Attendance (Pupil Registration) (England) Regulations 2024, DfE guidance 'Working Together to Improve School Attendance - July 2026, National Framework for Penalty Notices 2024 and local Code of Conduct, students will only be given permission to take leave in term time if there are exceptional circumstances. The DfE Guidance- Working Together to Improve School Attendance (amended July 2026) states that: Generally, the DfE does not consider the need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance. (Paragraph 37.)

Each application for leave in term time will be considered and if it is agreed and authorised the Headteacher will determine the duration of any leave. However, if the application is not agreed and the absence occurs the dates will be unauthorised. Parents will be notified of any decision in writing. This notification may be hand delivered directly to the parent, emailed to the registered email address of the parent held on school records or posted to the parents' home address.

As a school we are asked to inform you that in line with Telford and Wrekin Council Policy, if your child is absent for 10 school sessions within a 10- week rolling period and that absence is unauthorised, you may be subject to a Penalty Notice fine, criteria is as detailed above.

5.1 Approval for term-time absence

The headteacher will only grant a leave of absence to a pupil during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least a term before the absence, and in accordance with any leave of absence request form, accessible via the school website or school office. The headteacher may require evidence to support any request for leave of absence. Parents and carers are advised that permission may not be granted.

Term time holiday requests are unlikely to be agreed unless there are exceptional individual circumstances.

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

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
- 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)

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 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

5.2 Sanctions

As outlined in this policy, the school will work with parents/carers to ensure that all possible support and actions have been put in place to support a pupil to attend school and sanctions will be a last resort.

Our school may 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.

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

The school will work with families in a range of ways to promote attendance. The school aim is to:

- build positive relationships where families can talk to school about any issues that are impacting on attendance so that a plan can be put in place to resolve.
- work with families/LA to ensure that the provision in the EHCP or other meets medical needs to enable the pupil to attend.
- work with families to refer and support engagement with other professionals who may be able to support attendance of pupils
- complete action plans with families on actions that school, other agencies or families commit to enable attendance to improve
- provide advice and support for individual pupils e.g. visual schedules, social stories to support transition.
- work with families and transport providers to support strategies to assist wellbeing and positive engagement on journeys and transitions.
- provide individual rewards or charts if this is appropriate for a strategy for an individual child.
- adopt a personalised approach for each pupil to promote their attendance e.g. a favoured activity to support a pupil in transition for the start of a day.

7. Attendance monitoring

7.1 Monitoring attendance

Attendance is monitored:

- Daily to ensure that reasons are known and any actions linked to well-being and safety are taken in a timely and supportive way and linked to individual needs of pupils.
- Patterns of attendance for individual or groups over half term, termly and beyond for any patterns or persistent absence and the reasons and context. This involves meetings with relevant staff

Pupil-level absence data will be collected each term and published at a collated 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 compare attendance data to the national average and share this with the governing board.

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

8.2 Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families
- Identify pupils whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence
- 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:

- Provide regular attendance reports to school leaders, Governing Body and LA Education Officers and other linked professionals e.g. linked Social Worker, to facilitate discussions with pupils and families.
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies
- Compare to national and local special school attendance data (this is taking into account the individual needs of the pupils within the setting)
- 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)

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 and 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 are persistently or severely absent, to discuss attendance and engagement at school and this will be based on the known individual context of pupils in school. Attendance may also be discussed at meetings that may take place with a family such as CIN with Social Care Hold regular meetings with the
- Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant.

- Implement sanctions, where necessary (see section 5.2, above)

9. Performance of school to improve attendance

The Governing Body is required to set an overall attendance target for the school. It is important to set realistic targets for both attendance and persistent absence. These targets will be set during the Autumn term of each academic year, in consultation with the governing body.

When evaluating success, the school will consider whether or not:

- Attendance has improved
- Persistent absence has reduced
- Punctuality has improved
- Parental response to absences has improved
- Re-integration plans have been successful
- The school has been successful in raising the profile of attendance both within the school, governing body and the local community
- Strategies for individual pupils as relevant are put in place or referrals and support and impact on attendance.
- Attendance issues have been included as topics in school assemblies, Personal and Social Education (PHSE) lessons, or as a theme for any other lessons – as relevant to individual pupils
- Supporting attendance of pupils with complex medical needs.

9. Monitoring arrangements

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

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	<p>Pupil is unable to attend as they are:</p> <ul style="list-style-type: none"> • 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