

LAURENCE JACKSON SCHOOL

ATTENDANCE & ABSENCE POLICY

Date of Review: Autumn 2022

Date of Next Review: Summer 2025

Responsible Officer: Associate Senior Leader (Attendance)

Secondary Attendance & Absence **PUBLIC**

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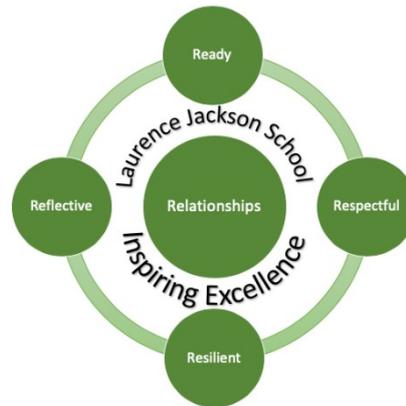
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Statement of intent

Laurence Jackson School believes that in order to facilitate teaching and learning, good attendance is essential. Pupils cannot achieve their full potential if they do not regularly attend school.



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

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

We are committed to:

- Promoting and modelling high attendance and its benefits.
- Ensuring equality and fairness for all.
- Intervening early and working with other agencies (e.g. CAMHS, The Junction and Early Help) to ensure the health and safety of our pupils.
- Building strong relationships with families to overcome barriers to attendance.
- Working collaboratively with other schools in the area, as well as other agencies.
- Ensuring parents follow the framework set in section 7 of the Education Act 1996, which states that the parent of every child of compulsory school age shall cause them to receive efficient full-time education suitable to their age, ability and aptitude, and to any SEND they may have, either by regular attendance at school or otherwise.
- Ensuring our attendance policy is clear and easily understood by all staff, parents and pupils.
- Regularly monitoring and analysing attendance and absence data to identify pupils or cohorts that require more support.
- Rewarding students who attend school regularly

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The Attendance Team at school includes:

Staff	Role	Contact
Miss C Evans	Associate Assistant Headteacher – Attendance Lead	evansc@laurencejackson.org
Mrs E Draper	Education Welfare Officer	drapere@laurencejackson.org
Mrs M Amos	Home School Liaison Officer	amosm@laurencejackson.org
Mrs C Bleasby	Attendance Clerk	bleasbyc@laurencejackson.org

1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Education Act 1996
- Equality Act 2010
- The Education (Pupil Registration) (England) Regulations 2006 (as amended)
- DfE (2022) 'Working together to improve school attendance'
- DfE (2016) 'Children missing education'
- DfE (2022) 'Keeping children safe in education 2022'

This policy operates in conjunction with the following school policies:

- Complaints and Concerns Policy
- Children Missing Education Policy
- Child Protection and Safeguarding Policy
- Behaviour Policy
- SEND Policy
- Supporting Pupils with Medical Conditions Policy
- Social, Emotional and Mental Health (SEMH) Policy
- Attendance Officer Home Visit Policy
- Pupils with Additional Health Needs Attendance Policy

2. Definitions

The following definitions apply for the purposes of this policy:

Absence:

- Arrival at school after the register has closed
- Not attending school for any reason

Authorised absence:

- An absence for sickness for which the school has granted leave
- Medical or dental appointments which unavoidably fall during school time, for which the school has granted leave
- Religious or cultural observances for which the school has granted leave
- An absence due to a family emergency

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Unauthorised absence:

- Parents keeping children off school unnecessarily or without reason
- Truancy before or during the school day
- Absences which have never been properly explained
- Arrival at school after the register has closed. The school day begins at 8:30am, at which time all students are required to be either in their form rooms with their tutors or in the main assembly hall. The register opens at 8:30am and will be kept open until 9am. For the PM register marks, the register will be taken at 1pm and will be kept open for 30 minutes until 1:30pm.
- Absence due to shopping, looking after other children or birthdays
- Absence due to day trips and holidays in term-time which have not been agreed
- Leaving school for no reason during the day
- Absences where no medical evidence has been provided, after a receipt of a Stage 2 letter.

Persistent absence (PA):

- Missing 10 percent or more of schooling across the year for any reason

3. Roles and responsibilities

The governing board has overall responsibility for:

- Monitoring the implementation of this policy and all relevant procedures across the school.
- Promoting the importance of good attendance through the school's ethos and policies.
- Arranging attendance training for all relevant staff that is appropriate to their role.
- Working with the SLT to set goals for attendance and providing support and challenge around delivery against those goals.
- Ensuring that this policy, as written, does not discriminate on any grounds including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the school's Complaints and Concerns Policy.
- Having regard to 'Keeping children safe in education' when making arrangements to safeguard and promote the welfare of children.
- Ensuring there is a Children Missing Education Policy in place and that this is regularly reviewed and updated.

The headteacher is responsible for:

- The day-to-day implementation and management of this policy and all relevant procedures across the school.
- Appointing a member of the SLT to the attendance officer role. This member of staff is Miss C Evans.

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- Ensuring all parents are aware of the school's attendance expectations and procedures.
- Ensuring that every pupil has access to full-time education and will act as early as possible to address patterns of absence.

All staff are responsible for:

- Following this policy and ensuring pupils do so too.
- Ensuring this policy is implemented fairly and consistently.
- Modelling good attendance behaviour.
- Using their professional judgement and knowledge of individual pupils to inform decisions as to whether any welfare concerns should be escalated.
- Where designated, taking the attendance register at the relevant times during the school day.

The attendance lead is responsible for:

- The overall strategic approach to attendance in school.
- Developing a clear vision for improving attendance.
- Monitoring attendance and the impact of interventions.
- Analysing attendance data and identifying areas of intervention and improvement.
- Communicating with pupils and parents with regard to attendance.
- Following up on incidents of persistent poor attendance.
- Informing the LA of any pupil being deleted from the admission and attendance registers.

Parents are responsible for:

- Providing accurate and up-to-date contact details.
- Providing the school with more than one emergency contact number.
- Updating the school if their details change.
- The attendance of their children at school.
- Promoting good attendance with their children.

Pupils are responsible for:

- Attending their lessons and any agreed activities when at school.
- Arriving punctually to lessons when at school.

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4. Attendance expectations

Laurence Jackson School has high expectations for pupils' attendance and punctuality, and ensures that these expectations are communicated regularly to parents and pupils.

Pupils will be expected to:

- Attend school every day they are required to be at school, for the full day.
- Attend school punctually by arriving by 8:25am.
- Attend every timetabled lesson.

The school day starts at **8:30am**, and pupils will be in designated areas, ready to access form at this time; therefore, pupils will be expected to be on the school site by **8:25am**. The school day is as follows for specific year groups:

Timings Y7 and 9		Timings Y8		Timings Y10 and 11	
08:00	<i>Year group designated areas</i>				
08:30	<i>Form Time</i>				
08:50	P1	08:50	P1	08:50	P1
09:50	P2	09:50	Break	09:50	Break
10:50	Break	10:05	P2	10:05	P2
11:05	P3	11:05	P3	11:05	P3
12:05	P4	12:05	P4	12:05	Lunch
12:35	P4	12:35	Lunch	12:35	P4
13:10	Lunch	13:05	P4	13:05	P4
13:40	P5	13:40	P5	13:40	P5
14.40	<i>Leave site</i>				

Registers will be taken as follows throughout the school day:

- The morning register will be marked at 8:30am. Pupils will receive a late mark if they are not in their classroom by this time. Pupils attending after this time will receive a mark to show that they were on site, but this will count as a late mark
- The morning register will close at **9:00am**. Pupils will receive a mark of absence if they do not attend school before this time
- The afternoon register will be marked by **1:00pm**. Pupils will receive a late mark if they are not in their classroom by this time
- The afternoon register will close at **1:30pm**. Pupils will receive a mark of absence if they are not present

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Class teachers will also take informal registers at the start of each lesson period to ensure that pupils are attending all timetabled lessons. These registers will be analysed alongside formal registers in line with the section of this policy.

Pupils will be encouraged to communicate any concerns related to attendance and absence as soon as possible to the relevant member of staff.

5. Absence procedures

Parents will be required to contact the school office via telephone (01287 636361) before **8:30am** on every day of their child's absence – they will be expected to provide an explanation.

Where a pupil is absent, and their parent has not contacted the school by the close of the morning register (9:00am) to report the absence, administrative staff will contact the parent via ClassCharts and telephone call as soon as is practicable on the first day that the pupil does not attend school.

The school will always follow up any absences in order to:

- Ascertain the reason for the absence.
- Ensure the proper safeguarding action is being taken.
- Identify whether the absence is authorised or not.
- Identify the correct code to use to enter the data onto the school census system.

The school will request medical evidence in circumstances where a pupil is absent due to illness if there is genuine and reasonable doubt about the authenticity of the illness, if the pupil's absence rates have resulted in the receipt of a Stage 2 letter within the academic year, or if the pupil's responsible adults are involved in legal attendance proceedings at any time.

In the case of persistent absence, arrangements will be made for parents to speak to the Senior Leader responsible for attendance or another supporting member of staff, which could be a Year Manager or Pastoral Leader. The school will inform the Local Authority, on a **termly** basis, of the details of pupils who fail to attend regularly, or who have missed 10 school days or more without authorisation.

If a pupil's attendance drops below **90 percent**, the Education Welfare Officer will review the case to arrange a formal meeting with the pupil and their parent.

Where a pupil is absent from school without authorisation for 20 consecutive school days, the school will remove the pupil from the admissions register if the school and the Local Authority have failed to establish the whereabouts of the pupil after making reasonable enquiries.

6. Attendance register

The school uses SIMs to keep attendance registers to ensure they are as accurate as possible and can be easily analysed and shared with the appropriate authorities.

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Designated staff members will take the attendance register at the start of each school day and at the start of the afternoon session. This register will record whether pupils are:

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

The school will use the national attendance codes to ensure attendance and absence are monitored and recorded in a consistent way. The following codes will be used:

- / = Present in the morning
- \ = Present in the afternoon
- L = Late arrival before the register has closed
- C = Leave of absence in exceptional circumstances granted by the school
- H = Authorised holiday
- E = Excluded but no alternative provision made
- I = Illness
- M = Medical or dental appointments
- R = Religious observance
- S = Study leave
- T = Gypsy, Roma and Traveller absence
- G = Unauthorised holiday
- N = Reason not yet provided
- O = Unauthorised absence
- U = Arrived after registration closed
- D = Dual registered at another educational establishment
- B = Off-site education activity
- J = At an interview with prospective employers, or another educational establishment
- P = Participating in a supervised sporting activity
- V = Educational visit or trip
- W = Work experience
- Y = Exceptional circumstances
- Z = Pupil not on admission register

When the school has planned in advance to be fully or partially closed, the code '#' will be used for the relevant pupils who are absent. This code will also be used to record year groups who are not due to attend because the school has set different term dates for different years, e.g. induction days.

All amendments made to the attendance register will include the original entry, the amended entry, the reason for the amendment, the date of amendment and the name and role of the person who made the amendment.

Every entry received into the attendance register will be preserved for three years.

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7. Authorising parental absence requests

Parents will be required to request certain types of absence in advance. All requests for absence will be handled by the headteacher – the decision to grant or refuse the request will be at the sole discretion of the headteacher, taking the best interests of the pupil and the impact on the pupil's education into account. The headteacher's decision is not subject to appeal; however, the school will be sympathetic to requests for absence by parents, and will not deny any request without good reason.

Leave of absence

The school will only grant a pupil a leave of absence in exceptional circumstances. In order to have requests for a leave of absence considered, the school will expect parents to contact the headteacher by completing a Leave of Absence form at least four weeks prior to the proposed start date of the leave of absence, providing the reason for the proposed absence, any supporting evidence to support the request and the dates during which the absence would be expected to occur.

Any requests for leave during term time will be considered on an individual basis and the pupil's previous attendance record will be taken into account. Where the absence is granted, the headteacher will determine the length of time that the pupil can be away from school. The school is not likely to grant leaves of absence for the purposes of family holidays.

Requests for leave will not be granted in the following circumstances:

- During Year 7 when a pupil is settling into the school, unless certain exceptional circumstances apply, e.g. the death of a family member
- At any time in September
- When a pupil's attendance record shows any unauthorised absence
- For any student whose attendance was below 95% within the previous 12 calendar months, measured from the date before the first day of the leave of absence (including authorised and unauthorised absence).
- At any time during formal external examination and assessment periods, including preparation time.
- If a holiday warning letter or Penalty Notice has been issued in the previous 12 calendar months, measured from the date before the first day of the leave of absence regardless of overall attendance during the previous 12 month period.
- Holidays taken during term time due to cost
- Holidays for the purpose of visiting a relative, unless where the person is critically ill (medical evidence may be required)

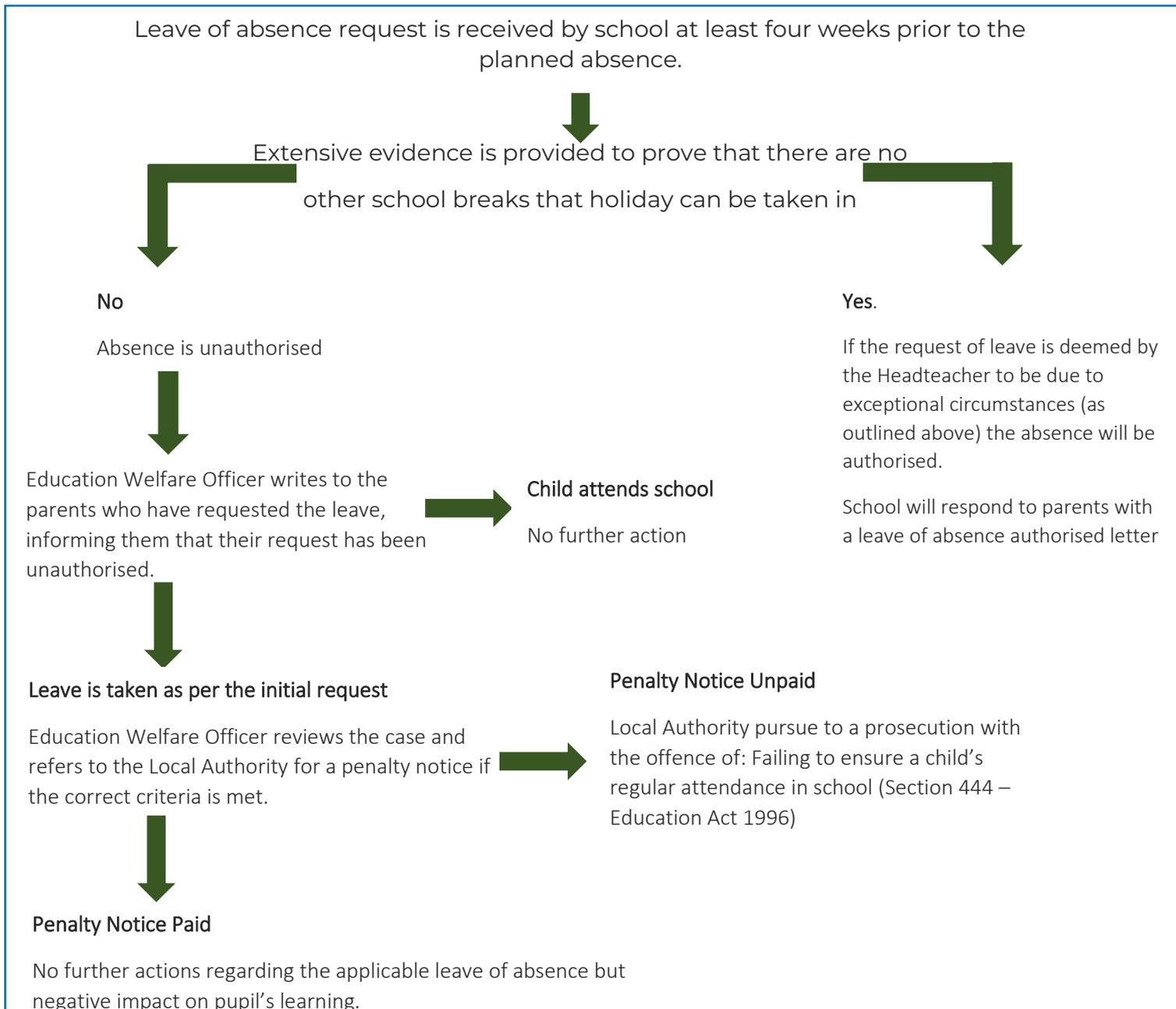
Requests for leave that could be considered to be authorised are:

- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart.

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If term-time leave is not granted, taking a pupil out of school will be recorded as an unauthorised absence and may result in sanctions, such as a penalty notice. The school cannot grant leaves of absence retrospectively; therefore, any absences that were not approved by the school in advance will be marked as unauthorised.

The following flow chart will determine the school response to leave of absence requests:



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Illness and healthcare appointments

Parents will be expected to make medical or dental appointments outside of school hours wherever possible. Where this is not possible, parents will be expected to obtain approval for their child's absence to attend such appointments as far in advance as is practicable. Parents will be responsible for ensuring their child misses only the amount of time necessary to attend the appointment.

Performances and activities, including paid work

The school will ensure that all pupils engaging in performances/activities (whether they, or another person, receives payment or not), which require them to be absent from school, understand that they will be required to obtain a licence from the LA which authorises the school's absence(s).

Where a licence has been granted by the LA and it specifies dates of absence, no further authorisation will be needed from the school. Where an application does not specify dates, and it has been approved by the LA, it is at the discretion of the headteacher to authorise the leave of absence for each day. The headteacher will not authorise any absences which would mean that a pupil's attendance would fall below 96 percent. Where a licence has not been obtained, the headteacher will not authorise any absence for a performance or activity.

Religious observance

Parents will be expected to request absence for religious observance at least four weeks in advance.

The school will only accept requests from parents for absence on grounds of religious observance for days that are exclusively set apart for religious observance by the relevant religious body. The school will define this as a day where the pupil's parents would be expected by an established religious body to stay away from their employment to mark the occasion.

The school may seek advice from the religious body in question where there is doubt over the request.

Gypsy, Roma and Traveller absence

Where a pupil's parent belongs to a community covered by this code and is travelling for occupational purposes, the parent will be expected to request a leave of absence for their child at least four weeks in advance. Absences will not be granted for pupils from these communities under this code for reasons other than travel for occupational purposes.

8. SEND- and health-related absences

The school recognises that pupils with SEND and/or health conditions, including mental health issues, may face greater barriers to attendance than their peers, and will incorporate robust procedures to support pupils who find attending school difficult.

In line with the SEND Policy and Supporting Pupils with Medical Conditions Policy, the school will ensure that reasonable adjustments are made for disabled pupils to reduce barriers to attendance, in line with any EHC plans or IHPs that have been implemented.

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The school will secure additional support from external partners to help bolster attendance where appropriate.

Where the school has concerns that a pupil's non-attendance may be related to mental health issues, parents will be contacted to discuss the issue and whether there are any contributory factors to their child's lack of attendance.

Where staff have a mental health concern about a pupil that is also a safeguarding concern, they will inform the DSL and the Child Protection and Safeguarding Policy will be followed.

All pupils will be supported with their mental health in accordance with the school's Social, Emotional and Mental Health (SEMH) Policy.

If a pupil is unable to attend school for long periods of time due to their health, the school will:

- Inform the LA if a pupil is likely to be away from the school for more than 15 school days.
- Provide the LA with information about the pupil's needs, capabilities and programme of work.
- Help the pupil reintegrate at school when they return.
- Make sure the pupil is kept informed about school events and clubs.
- Encourage the pupil to stay in contact with other pupils during their absence.

The school will liaise with the pupil's responsible adult to incorporate an action plan to help any pupils with SEND and/or health issues cope with the stress and anxiety that attending school may cause them. Such plans will be regularly monitored and reviewed until the pupil is attending school as normal and there has been signs of significant improvement.

To support the attendance of pupils with SEND and/or health issues, the school will consider:

- Holding half-termly meetings to evaluate any implemented reasonable adjustments.
- Incorporating a pastoral support plan.
- Carrying out strengths and difficulties questionnaire.
- Identifying pupils' unmet needs through the Common Assessment Framework.
- Using an internal or external specialist.
- Enabling a pupil to have a reduced timetable.
- Ensuring a pupil can have somewhere quiet to spend lunch and breaktimes.
- Implementing a system whereby pupils can request to leave a classroom if they feel they need time out.
- Temporary late starts or early finishes.
- Phased returns to school where there has been a long absence.
- Small group work or on-to-one lessons.
- Tailored support to meet their individual needs.

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9. Absence in exceptional circumstances

Exceptional circumstances will include when a pupil is unable to attend because:

- Transport provided by the school, LA or parent is not available and the pupil's home is not within walking distance.
- There has been widespread disruption to travel services which has prevented the pupil from attending.
- The pupil is in custody and will be detained for less than four months.

The use of the 'Y' code for exceptional circumstances will be collected in the school census for statistical purposes.

10. Truancy

Truancy will be considered as any absence of part, or all, of one or more days from school, during which the school has not been notified of the cause behind such absence. A pupil truanting is missing from education.

All staff will be actively engaged in supporting the regular attendance of pupils, and understand the importance of continuity in each pupil's learning.

Any pupil with permission to leave the school during the day must sign out at the school office and sign back in again on their return.

Immediate action will be taken when there are any concerns that a pupil might be truanting. If truancy is suspected, the headteacher is notified, and they will contact the parent in order to assess the reasons behind the pupil not attending school.

The following procedures will be taken in the event of a truancy:

- In the first instance, a letter of warning will be sent to the parents of the pupil, informing them of the truancy and stating that any future occurrences could result in further action being taken.
- If any further truancy occurs, then the school will consider issuing a penalty notice.
- A penalty notice may be issued where there is overt truancy, inappropriate parentally-condoned absence, excessive holidays in term-time and persistent late arrival at school.

The DSL will be involved where an instance of truancy may be linked to a safeguarding concern. Any safeguarding concerns will be dealt with in line with the Child Protection and Safeguarding Policy.

11. Missing children

Pupils will not be permitted to leave the school premises during the school day unless they have permission from the school. The following procedures will be taken in the event of a pupil going missing whilst at school

- The member of staff who has noticed the missing pupil will inform a senior leader immediately.

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- A member of staff will stay with the rest of the class, and all other available members of staff will conduct a thorough search of the school premises as directed by the headteacher.
- The following areas will be systematically searched:
 - All classrooms
 - All toilets
 - Changing rooms
 - The library
 - Any outbuildings
 - The school grounds
- Available staff will begin a search of the area immediately outside of the school premises, and will take a mobile phone with them so they can be contacted.
- If the pupil has not been found after 30 minutes, then the parents of the pupil will be notified.
- The school will attempt to contact parents using the emergency contact numbers provided.
- If the parents have had no contact from the pupil, and the emergency contacts list has been exhausted, the police will be contacted.
- If the missing pupil has an allocated social worker, is a looked-after child, or has any SEND, then the appropriate personnel will be informed.
- When the pupil has been located, members of staff will care for and talk to the pupil to ensure they are safe and well.
- Parents and any other agencies will be informed immediately when the pupil has been located.

The headteacher will take the appropriate action to ensure that pupils understand they must not leave the premises, and sanctions will be issued if deemed necessary. Appropriate disciplinary procedures will be followed in accordance with the Behaviour Policy.

The headteacher will carry out a full investigation, and will draw a conclusion as to how the incident occurred. A written report will be produced, and policies and procedures will be reviewed in accordance with the outcome where necessary.

12. Attendance intervention

In order to ensure the school has effective procedures for managing absence, the Senior Leader (Attendance), supported by other members of the SLT and Pastoral Teams, will:

- Establish a range of specific, evidence-based interventions to address barriers to attendance.
- Monitor the implementation and quality of escalation procedures and seek robust evidence of the escalation procedures that work.
- Attend or lead attendance reviews in line with escalation procedures.
- Establish robust escalation procedures which will be initiated before absence becomes a problem by:
 - Sending letters to parents
 - Conducting unplanned or planned home visits

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- Having a weekly tutor review
- Engaging with LA attendance teams
- Analysing attendance data weekly to assess emerging trends
- Issuing achievement points to acknowledge good attendance
- Reviewing attendance of students vulnerable to low attendance in weekly meetings, including at a Vulnerable Student Panel
- Using fixed penalty notices
- Holding Attendance Panels

The school will use attendance data, in line with the '[Monitoring and analysing absence](#)' section of this policy, to develop specific strategies to improve attendance where patterns of absence are emerging. These strategies will be developed on a case-by-case basis, and will consider the particular needs of the pupils whom the intervention is designed to target.

The school will aim to improve attendance in the overall school cohort by acknowledging good attendance in the following ways:

- Reward trips
- End of Year 11 prom
- Shopping vouchers
- Certificates
- Postcards/letters home
- Class Charts achievement points

School trips and events will be considered a privilege. Where attendance drops below 96 percent, these privileges may be taken away. The school will develop strategies for ensuring that pupils with health needs or home circumstances that result in additional absences are not unfairly excluded from attendance rewards, e.g. by setting individualised targets.

13. Working with parents to improve attendance

The school will work to cultivate strong, respectful relationships with parents and families and work to build trust and engagement. Open and honest communication will be maintained with pupils and their families about the expectations of school life, attendance and performance so that they understand what to expect and what is expected of them. This will include:

- Weekly attendance updates to students via their form tutor
- Letters home
- Planned or unplanned home visits
- Face to face meetings, including Attendance Panels
- Telephone discussions

The school will liaise with other agencies working with pupils and their families to support attendance, e.g. social services.

The school will ensure that there are two sets of emergency contact details for each pupil wherever possible to ensure the school has additional options for getting in touch with

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adults responsible for a pupil where the pupil is absent without notification or authorisation.

The school will ensure that parents are aware of their legal duty to ensure that their child attends school regularly and to facilitate their child's legal right to a full-time education (by sending letters, discussing via telephone, conducting meetings and home visits) – parents will be made aware that this means their child must attend school every day that it is open, save for in certain circumstances, e.g. sickness or absences that have been authorised by the headteacher in advance. Once a half term, the school will inform parents about their child's levels of attendance, absence and punctuality, and will ensure that parents are aware of the benefits that regular attendance at school can have for their child educationally, socially and developmentally.

If a pattern of absence becomes evident, the attendance and pastoral teams will work collaboratively with the pupil and their parents to improve attendance by addressing the specific barriers that prevent the pupil from being able to attend school regularly. The school will always take into consideration the sensitivity of some of the reasons for pupil absence and will approach families to offer support rather than immediately reach for punitive approaches.

Barriers to attendance

- Where these barriers are related to the pupil's experience in school, e.g. bullying, the attendance team will: work with the SLT and any relevant school staff, e.g. the DSL and SENCO, to address this.
- Where the barriers are outside of the school's control, e.g. they are related to issues within the pupil's family, the attendance team will liaise with any relevant external agencies or authorities, e.g. children's social care or the LA, and will encourage parents to access support that they may need.

14. Persistent Absence

There are various groups of pupils who may be vulnerable to high absence and PA, such as:

- Children in need
- LAC
- Young carers
- Pupils who are eligible for FSM
- Pupils with EAL
- Pupils with SEND
- Pupils who have faced bullying and/or discrimination

The school will ensure it provides support to pupils at risk of PA, in conjunction with all relevant external authorities where necessary.

The school will use a number of methods to help support pupils at risk of PA to attend school. These include:

- Offering catch-up support to build confidence and bridge gaps in learning.

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- Meeting with the pupil and their parent to discuss patterns of absence, barriers to attendance, and any other problems they may be having.
- Establishing plans to remove barriers and provide additional support.
- Leading weekly check-ins to review progress and assess the impact of support.
- Making regular contact with the pupil's parent to discuss progress.
- Assessing whether an EHC plan or IHP may be appropriate.
- Considering what support for re-engagement might be needed, including with regard to additional vulnerability.

The school will focus particularly on pupils who have rates of absence over 50 percent, and will work with the LA and other partners to engage all relevant services needed to identify and address the wider barriers to attendance these pupils are facing.

Where a pupil at risk of PA is also at increased risk of harm, the school will work in conjunction with all relevant authorities, e.g. social services, to support the pupil in line with the school's duty of care. The school will also bear in mind that the continuation of severe PA following intervention may, in itself, constitute neglect, and will escalate any concerns in this regard in line with the Child Protection and Safeguarding Policy.

15. Legal intervention

The school will allow sufficient time for attendance interventions and engagement strategies to improve pupils' attendance; however, where engagement strategies to improve attendance have not had the desired effect after a two-four week monitoring period, the attendance officer will consider:

- Holding a formal meeting with parents and the school's point of contact in the School Attendance Support Team.
- Engaging children's social care where there are safeguarding concerns.

Where the above measures are not effective, the school can instigate Attendance Case conferences, which could result in a Penalty Notice or a prosecution (in line with the Local Authority's Policy) if an improvement is not seen.

Where attendance still does not improve following either a fixed penalty notice or Attendance Case Conferences, the school will work with the LA to take forward attendance prosecution as a last resort.

16. Monitoring and analysing absence

The attendance officer will monitor and analyse attendance data weekly to ensure that intervention and support is delivered quickly to address habitual absence at the first signs.

The school will collect data regarding punctuality, truancy, and authorised and unauthorised absence, for:

- The school cohort as a whole.
- Individual year groups.
- Year groups preparing for exams.
- Individual pupils.

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- Demographic groups, e.g. pupils from different ethnic groups or economic backgrounds.
- Other groups of pupils, e.g. pupils with SEND, LAC and pupils eligible for FSM.
- Pupils at risk of PA.

The Associate Assistant Headteacher - Attendance will conduct thorough analysis of the above data on a weekly, basis to identify patterns and trends. This will include identifying, for each group:

- Patterns in uses of certain codes.
- Particular days of poor attendance.
- Subjects which have low lesson attendance.
- Historic trends of attendance and absence.
- Barriers to attendance.

The Senior Leader (Attendance) will provide regular reports to staff across the school (including Form Tutors, Teachers, Subject Leaders, Pastoral Teams and the SLT) to enable them to track the attendance of pupils and to implement attendance procedures. The attendance officer will also be responsible for monitoring how attendance data changes in response to any interventions implemented to increase attendance in future.

The governing board will regularly review attendance data, including examinations of recent and historic trends, and will support the SLT in setting goals and prioritising areas of focus for attendance support based on this data.

The school will also benchmark its attendance data against local-, regional- and national-level data to identify areas of success and areas for improvement, and will share practice which has been shown to be effective with other schools.

The board of trustees will ensure staff from different schools within the trust regularly share expertise and collaborate on interventions.

17. Training of staff

The school will recognise that early intervention can prevent poor attendance. As such, staff (including teachers, support staff, pastoral team members) will receive training in identifying potentially at-risk pupils as part of their induction and refresher training.

The governing board will ensure that teachers and support staff receive training in line with this policy as part of their induction. Following this initial training, staff will be offered regular and ongoing training as part of their CPD opportunities.

Training will cover at least the following:

- The importance of good attendance
- That absence is almost invariably a result of wider circumstances
- The legal requirements on schools, e.g. the keeping of registers
- The school's strategies and procedures for monitoring and improving attendance
- The school's procedures for multi-agency working to provide intensive support for pupils who need it

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The governing board will provide dedicated and enhanced attendance training to the attendance officer and other staff with specific attendance functions in their role – this will include training regarding interpreting and analysing attendance data and supporting pupils to overcome barriers to attendance.

Staff will receive training to ensure they understand that increased absence from school could indicate a safeguarding concern, and know how such concerns should be managed.

18. Attendance Monitoring Procedures

Our school works with A Star Attendance Solutions to intervene with students whose attendance falls below the expected level of 96%. The following letters are sent:

Stage	Type of letter	Reason for letter being sent
1	Initial Concern Letter	This letter is sent when a student's attendance initially declines below 96%. It formally conveys our concerns that the student's attendance is below the expected level and provides parents/carers with information on the impact of continued absence, as well as requesting that parents contact school to discuss any attendance concerns they may have. Students who are at significant risk of low attendance will receive a phone call from a named member of staff to discuss the content of the letter and offer further support as necessary based on emerging needs.
2	Ongoing Concern Letter	This is sent when a student is absent after receipt of the Stage 1 letter. It communicates our ongoing concerns to parents regarding their child's declining attendance and states that no future absences will be authorised without assurances that the absence is unavoidable by supplying medical evidence. A feedback form is attached to the letter, inviting parents/carers to log and return any concerns they or their child have that might be impacting school attendance. Students who are at significant risk of low attendance will receive a further phone call from a named member of staff to discuss the content of the letter and offer further support as necessary based on emerging needs. A meeting may be arranged in school and any external agencies working with the pupil will be invited. Pupils will also be considered for an attendance panel meeting in school. If attendance does not improve, or if attendance has fallen rapidly, stage 3 will be escalated or, if appropriate, a planning meeting with relevant staff (inc school nurse/Year Manager/Pastoral Leader/SENCo) will be arranged. If this is necessary, provision will be discussed and targets will be set for raising attendance. This will be monitored for a further two-week period.
3	Serious Concern Letter	After a two-week monitoring period in Stage 2, attendance declines further, a pupil reaches the stage of serious concern. A letter is sent to parents to communicate serious concerns regarding their child's unacceptable level of attendance. It

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		<p>informs parents that school are going to be formally monitoring their child's attendance and provides an attendance target of 100% during a four-week monitoring period. A parent's statutory duty is communicated.</p> <p>Students who are at significant risk of low attendance will have a face-to-face meeting either in school/in the family home/at a neutral location. The intention of this meeting is to provide further support to ensure a further decline is not seen.</p> <p>No improvements in the time of the monitoring period will result in a referral to an Education Welfare Officer, who will consider each student on an individual basis and consider whether legal action is in the public interest.</p>
4	Referral to Education Welfare Officer	<p>Upon receipt of this letter, the parent is made aware that school is referring attendance concerns to the Education Welfare Officer, who will consider individual attendance circumstances, including reasons for absence, and will instigate formal, statutory attendance procedures (Attendance Case Conferences).</p>

Following the referral to the Education Welfare Officer, the following structure is applicable:

Parents invited to an Attendance Case Conference with the Education Welfare Officer

External agencies working with the child/family will be invited to the meeting if it is in the best interest of the child and to work collaboratively to improve the child's attendance.

Parent/carer does not attend meeting

Meeting goes ahead with Education Welfare Officer and student and a review meeting arranged.

Minutes are hand delivered to parent, along with attendance targets to be achieved in a 4-6 week period.

A decision is made to send a court warning letter or penalty notice warning letter.

Parent/carer attends meeting

Action plan is completed with all attendees with attendance targets to meet within a 4-6 week period.

A decision is made to send a court warning letter or penalty notice warning letter.

4-6 week review occurs to assess progress

If attendance has deteriorated further, consideration is given to prosecution or a penalty notice.

If attendance has significantly improved, Education Welfare Officer continues until a satisfactory and sustained improvement is made.

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In addition to the above, the following measures apply:

1. A red, amber, green (RAG) rated spreadsheet will be sent weekly to form tutors (FT) detailing weekly and annual attendance to date.
2. Attendance will be discussed with FT and pupils will record their attendance in their attendance logs. Any attendance/punctuality trends noticed by FT should be passed immediately to Pastoral Leaders.
3. Contact will be made with parents on the first day of absence for any pupil absence not reported. Students vulnerable to becoming a persistent absentee will receive a follow up phone call by an allocated member of the pastoral/senior leadership team to ascertain the reason for absence and remove barriers so that a return to school is immediate.

19. Monitoring and review

Attendance and punctuality will be monitored throughout the year. The school's attendance target is 96 percent – full details of the school's absence levels can be found on the school website.

This policy will be reviewed every three years by the headteacher. The next scheduled review date for this policy is during the Summer Term 2025.

Any changes made to this policy will be communicated to all relevant stakeholders.