LAURENCE JACKSON SCHOOL
ATTENDANCE POLICY

2025/26

Policy Date: September 2025
Review Cycle: Annually
Responsible Body: Trust
Responsible School Officer: MATTHEW BAYSTON

Version Control

Review Date	Updates
September 2025	
Due September 2026	

Contents

hello@sparkeducation.org.uk
sparkeducationtrust.org.uk
01642 051020

1. Aims

We are committed to meeting our obligation about school attendance through our whole school approach that values good school attendance, including:

- Promoting good attendance
- Ensuring every child has access to full-time education
- Building and maintaining a strong relationship with families to enable targeted support to better school attendance
- Reducing absence, including persistent and severe absence
- Acting early to address patterns of absence
- Promoting the importance of arriving to school and lessons on time to support punctuality

2. Roles and Responsibilities

Improving attendance is everyone's business. Each stakeholder has clearly defined roles and responsibilities to promote good attendance for every child.

The Attendance Team at school includes:

Staff	Role	Contact
Mr M Bayston	Assistant Headteacher Inclusion / Designated Safeguarding Lead and Inclusion	baystonm@laurencejackson.org
Miss S Allinson	Strategic Lead Attendance	allinsons@laurencejackson.org
Mrs A Crosby	Attendance Admin	crosbya@laurencejackson.org
Miss A Barthram	Attendance Clerk	barthrama@laurencejackson.org

2.1 The Governing Board of Trustees

The governing board is responsible for:

- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole school
- Making sure staff receive adequate training on attendance
- Holding the Headteacher to account for the implementation of this policy
- The link governor responsible for this remit is Gillian Pearce and can be contacted via the school email address

2.2 The Headteacher

The Headteacher is responsible for:

hello@sparkeducation.org.uk ✉
sparkeducationtrust.org.uk 🌐
01642 051020 📞

- 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

- The Headteacher is Catherine Juckes and can be contacted via the school telephone or email address

2.3 The designated senior leader responsible for attendance

The designated senior leader is responsible for:

- Leading attendance across the school

- Offering a clear vision for attendance improvement

- Evaluating and monitoring expectations and processes

- Having an oversight of data analysis

- Devising specific strategies to address areas of poor attendance identified through data

- Arranging calls and meetings with parents to discuss attendance issues

- Delivering targeted intervention and support to pupils and families

The designated senior leader responsible for attendance is Matthew Bayston and can be contacted via the school phone number or email address.

2.4 The Strategic Lead for Attendance

The Strategic Lead for Attendance is responsible for:

- Monitoring and analysing attendance data

- 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 relevant school staff to tackle persistent absence.

- Advising the Headteacher (authorised by the Headteacher) when to issue fixed-penalty notices

The Strategic Lead for Attendance is Stephanie Allinson and can be contacted via 01287 636361 / attendanceteam@laurencejackson.org

hello@sparkeducation.org.uk ✉
sparkeducationtrust.org.uk 🌐
01642 051020 📞

2.5 Class teachers/form tutors

Form Tutors and Class teachers are responsible for recording attendance daily, using the correct codes on Arbor, the school's MIS.

Schools should aim to build relationships with pupils/parents/carers and school staff to identify barriers to attendance and support where necessary.

2.6 School's Attendance Clerk and Attendance Admin

School's Attendance Clerk will:

- Take calls from parents about absence on a day-to-day basis and record it on the school system
- Transfer calls from parents to the Strategic Lead for Attendance to provide them with more detailed support on attendance

School's Attendance Admin will:

- Collate attendance data and record to support with the running of attendance meetings such as ACC/ACCR meetings
- Respond to attendance or health related queries from key stakeholders
- Arrange and co-ordinate ACC review meetings
- Communicate to parents/carers at the direction of the strategic lead for attendance, including sharing with parents/carers minutes and invites.
- Manage attendance files
- Update attendance systems with meeting data and keep up-to date records
- Support the administration and processing of Leave of Absence requests.

2.7 Parents/carers

Parents/carers are expected to:

- Make sure their child attends every day on time
- Call the school to report their child's absence before 8:30am on the day of the absence and advise when they are expected to return
- Provide the school with at least two emergency contact numbers for their child
- Ensure that, where possible, appointments for their child are made outside of the school day

2.8 Pupils

Pupils are expected to:

- Attend school every day and on time
- Arrive punctually to school and to every timetabled lesson.

hello@sparkeducation.org.uk
sparkeducationtrust.org.uk
01642 051020

3. Recording attendance

3.1 Attendance register

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

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

- Attending an approved off-site educational activity

- Absent

- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry

- The amended entry

- The reason for the amendment

- The date on which the amendment was made

- The name and position of the person who made the amendment

See Appendix 1 for the DfE attendance codes.

We will also record:

- Whether the absence is authorised or not

- The nature of the activity if a pupil is attending an approved educational activity

- The nature of circumstances where a pupil is unable to attend due to exceptional circumstances

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.

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

Pupils must arrive at school by 08:20 on each school day.

The register for the first session will be taken 08:30 and will be kept open until 09:00. The register for the second session will be taken at 13:50 and will be kept open until 14:00.

The school day is as follows for specific year groups:

hello@sparkeducation.org.uk ✉
sparkeducationtrust.org.uk 🌐
01642 051020 📞

Timings Years 8 and 9		Timings Years 7, 10 and 11	
8:10	Year group designated areas		
8:30	Form Time (Morning Registration)		
8:50	Period 1	8:50	Period 1
9:50	Period 2	9:50	Break
10:50	Break	10:10	Period 2
11:10	Period 3	11:10	Period 3
12:10	Period 4	12:10	Lunch
13:10	Lunch	12:50	Period 4
13:50	Period 5	13:50	Period 5
14:50	End of school day Leave site		

3.2 Unplanned absence

Parents will be required to contact the school office via telephone to the school office (01287 636361) or email (attendanceteam@laurencejackson.org) before 8:30 on every day of their child's absence – they will be expected to provide a specific explanation, for example sickness and diarrhoea, temperature, infection. Absences reported as 'unwell' will be unauthorised.

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, the school may ask the pupil's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or another appropriate form of evidence. We will not ask for medical evidence unnecessarily.

Students whose absence exceeds 10 consecutive school days are at risk of being missing from education and are vulnerable to a range of safeguarding concerns, especially if their absence occurs repeatedly. School will work with families of these students to prevent or identify any safeguarding risk. This is because early intervention is essential to identify the existence of any underlying safeguarding concerns.

3.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment. We encourage parents/carers to make medical and dental appointments outside of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

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

hello@sparkeducation.org.uk
sparkeducationtrust.org.uk
01642 051020

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.

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.

3.4 Lateness and Punctuality

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code
- The school will use the [U] code for arrivals after 30 minutes from the start of the session

3.5 Following up unexplained absence

Where a pupil is absent, and their parent has not contacted the school by 9:00 to report the absence, administrative staff will contact the parents or other listed contacts 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.

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

- Call the pupil's parent/carer 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 contacts the police
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session
- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer

3.6 Reporting to parents/carers

School reports attendance and absence to parents/carers via termly progress checks.

4. Authorised and unauthorised absence

4.1 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 considered. Where the absence is granted, the Headteacher will determine the length of time that the pupil can be away from school. The school is unlikely to grant leaves of absence for the purposes of family holidays.

Requests for leave will not be granted in the following circumstances. See below for examples but not limited to:

- During Year 7 when a pupil is settling into the school, unless certain exceptional circumstances apply, e.g. the death of an immediate family member
- At any time in September
- If a 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
- During any formal assessment periods. This includes but is not limited to KS4 mock exam periods/formal examinations and preparation time prior to these taking place.
- For any more than 5 consecutive school days, even when some exceptional circumstances apply
- When more than one term-time holiday has been requested and takes place within one school year.
- If the absence is due to need or desire for a holiday or other activity for the purpose of leisure or recreation.

Requests for leave that could 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.
- Taking part in a regulated performance, or regulated employment abroad
- Attending an interview
- A temporary, time-limited part-time timetable
- Exceptional circumstances supported by evidence

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 leave of absence

hello@sparkeducation.org.uk
sparkeducationtrust.org.uk
01642 051020

retrospectively; therefore, any absences that were not approved by the school in advance will be marked as unauthorised.

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 in the previous 12-month period. Where a licence has not been obtained, the Headteacher will not authorise any absence for a performance or activity.

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. Go to section 4 to find out which term-time absences the school can authorise.

4.2 Extended Leave

When a child is absent from school for an extended period (i.e 15 school days or more) parent/carer should advise the school of the temporary address.

4.3 Legal sanctions

The Local Authority may issue Notices to Improve and penalty notices or refer to court for prosecution in line with the National Framework where absences were unauthorised and support has been provided but not worked or engaged with or would not have been appropriate in the circumstances of the offence (e.g., an unauthorised holiday in term time).

A penalty notice is an out-of-court settlement intended to change behaviour without the need for criminal prosecution. The threshold is 10 sessions of unauthorised absence. This can be a combination of any type of unauthorised absence, all taken within any 10-school-week period that may span different terms or school years (e.g., 2 sessions of unauthorised absence in the Summer Term and a further 8 within the Autumn Term).

From Autumn Term 2024, the Local Authority will only issue 2 penalty notices to the same parent in respect of the same child within a 3-year rolling period and any second notice within that period is charged at a higher rate:

- The first penalty notice issued to a parent in respect of a particular pupil will be charged £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days.
- A second penalty notice issued to the same parent in respect of the same pupil is charged at a flat rate of £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 issue of the first. In a case where the national threshold is met for a third time

hello@sparkeducation.org.uk
sparkeducationtrust.org.uk
01642 051020

(or subsequent times) within those 3 years, alternative action will be taken instead. This will often include considering prosecution.

Further information about Redcar & Cleveland Council's attendance procedures can be found here.

5. Strategies for promoting attendance

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

- Reward trips
- End of Year 11 prom
- KS3 Trips Days
- Shopping vouchers
- Certificates/Award Badges
- Postcards/letters home
- Class Charts achievement points
- Reward breakfasts in form time

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.

hello@sparkeducation.org.uk
sparkeducationtrust.org.uk
01642 051020

6. Attendance monitoring

The Lead 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.
- 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 Lead Attendance Officer 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 Strategic Lead for 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.

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

hello@sparkeducation.org.uk ✉
sparkeducationtrust.org.uk 🌐
01642 051020 📞

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 four-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 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. 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. 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.
4	Referral to Education Welfare Officer	Upon receipt of this letter, the parent is made aware that school is going to start the process of formal attendance procedures and will consider individual attendance circumstances, including reasons for absence, and will instigate statutory attendance procedures (Attendance Case Conferences).

hello@sparkeducation.org.uk ✉
sparkeducationtrust.org.uk 🌐
01642 051020 📞

Following the start of stage 4 attendance concerns, the following structure is applicable:

Parents invited to an Attendance Case Conference with the strategic lead for attendance. 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 Strategic lead 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 notice to improve 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, Strategi lead monitoring continues until a satisfactory and sustained improvement is made.

6.1 Monitoring attendance

The school will:

- Monitor attendance and absence data half-termly, termly and yearly across the school and at an individual pupil level
- Identify whether or not there are particular groups of children whose absences may be a cause for concern

Pupil-level absence data will be collected each term and published at national and local authority levels 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.

6.2   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

- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

6.3   Using data to improve attendance

The school will:

- Provide regular attendance reports to form tutors, the pastoral team and other school leaders, to facilitate discussions with pupils and families

- Use data to monitor and evaluate the impact of any interventions put in place to modify them and inform future strategies

6.4   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.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence

- Hold regular meetings with the parents of pupils whom the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school

- Provide access to wider support services to remove the barriers to attendance

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 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.

hello@sparkeducation.org.uk
sparkeducationtrust.org.uk
01642 051020

- 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%, 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.

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.

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 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 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

hello@sparkeducation.org.uk ✉
sparkeducationtrust.org.uk 🌐
01642 051020 📞

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.

7. Monitoring arrangements

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

8. Support

The school will:

- Build relationships with students and families to encourage regular school attendance.
- Analyse and use data and relationship knowledge to prevent regular absence.
- Using resources (School-based and external services) to intervene early with support.
- Use targeted support for persistent/severe absences.

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 notify the LA to take forward attendance prosecution as a last resort.

9. 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.

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 Visitors' reception 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, school 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:

hello@sparkeducation.org.uk
sparkeducationtrust.org.uk
01642 051020

- 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 a penalty notice.
- A penalty notice will be issued where there is overt truancy, inappropriate parentally-condoned absence, excessive holidays in term-time and persistent late arrival at school.

The Designated Safeguarding Lead 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.

10. Children reported missing in school

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.
- 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.

hello@sparkeducation.org.uk
sparkeducationtrust.org.uk
01642 051020

11. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy

12. Legislation and guidance

This policy meets the requirements of working together to improve school attendance from the Department for Education (DfE) and refers to the DfE's statutory guidance on school attendance parental responsibility measures. These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of The Education Act 1996
- Part 3 of The Education Act 2002
- Part 7 of The Education and Inspections Act 2006
- The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, 2016 amendments)
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013
- The Education (Penalty Notices) (England) (Amendment) Regulations 2024

This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

- Summary of responsibilities where a mental health issue is affecting attendance
- Support for pupils where mental health issues are affecting attendance (Effective practice examples)
- Keeping Children Safe in Education 2024

LEARNING FOR LIFE

Appendix 1: attendance codes

Effective from the 19th August 2024 - 'Working Together To Improve School Attendance 2024'

Present Codes	
/\	present during registration
B	educated off site and for taster days and do not fit K, V, P or W codes
K	attending provision arranged by the local authority under Section 19 of the EA 1996
L	arrived after the register has started but before it has closed
P	participation in a sporting activity with prior agreement from school
V	educational visit or trip supervised by a member of the school staff
W	attending work experience under arrangements by the school or local authority
Absent Codes	
Authorised Absences	
C	absence due to exceptional circumstances, agreed by the headteacher
C1	in a regulated performance/undertaking regulated employment abroad
C2	absent due to part-time timetable, agreed by the headteacher and parent(s)/carer(s)
D	dual registered
E	suspended or permanently excluded, and no alternative provision made
I	illness (both physical and mental health related; not medical or dental appointments)
J1	job/school/college interview
M	medical or dental appointment
Q	unable to attend because of a lack of access arrangements
R	religious observance (only 1 day allowed; any more coded as C if agreed)
S	study leave
T	parent travelling for occupational purposes
X	non-compulsory school age pupil not required to attend school
Y1	unable to attend due to transport provided not being available
Y2	unable to attend due to widespread transport disruption
Y3	unable to attend due to part of the school premises being unexpectedly closed
Y4	unable to attend due to unexpected whole school closure
Y5	unable to attend as pupil is in criminal justice detention
Y6	unable to attend in accordance with public health guidance or law
Y7	unable to attend due to other avoidable cause (must affect the pupil NOT the parent)
Unauthorised Absences	
G	holiday or absence for leisure-related purposes (not agreed by the headteacher)
N	reason for absence not yet established (must be corrected within 5 days)
O	absent in other or unknown circumstances
U	late after register has closed
Administrative Codes	
Z	prospective pupil not yet on register
#	planned whole school closure (e.g., holidays, Insets and polling station days)