

Attendance Policy

Stadhampton Primary School



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This policy is available on our website at:

<https://www.stadhampton.oxon.sch.uk/policies-1/>

You can ask for a paper copy of this policy at The School Office

Next Review Date		Version	1	Approval Date	
Review Cycle	Every 2 years	Owner	CEO	Approval Body	

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Key Contacts

Role	Designated Person	Contact details
Senior leader responsible for attendance	Emma Charnock	E: office.2455@stadhampton.oxon.sch.uk T: 01865 890370
Contact for day-to-day attendance queries	The School Office	E: office.2455@stadhampton.oxon.sch.uk T: 01865 890370
Contact for detailed support on attendance	Emma Charnock	E: office.2455@stadhampton.oxon.sch.uk T: 01865 890370

Statement of Intent

Stadhampton Primary 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 are committed to:

- 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 him/her to receive efficient full-time education suitable to age, ability and aptitude, and to any special educational needs he/she may have either by regular attendance at school or otherwise."
- Promoting and modelling good attendance behaviour.
- Ensuring equality and fairness of treatment for all.
- Implementing our policies in accordance with the Equality Act 2010 and the UN convention on the rights of a child.
- Early intervention and working with other agencies to ensure the health and safety of our pupils.
- Rewarding regular attendance.

Legal Framework

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

- [Education Act 1996](#)
- [Equality Act 2010](#)
- [Education \(Pupil Registration\) \(England\) Regulations 2006 \(As amended\)](#)
- [Children and Young Persons Act 1963](#)
- [DfE \(2023\) 'Keeping children safe in education'](#)
- [DfE \(2016\) 'Children missing education'](#)
- [DfE \(2022\) 'Working Together to Improve School Attendance'](#)

This policy will be implemented in conjunction with the Behaviour Policy, the Complaints Policy and the Child Protection and Safeguarding Policy. This policy works to meet the mandatory requirements laid out in the government guidance [Working together to improve school attendance](#).

Roles and Responsibilities

The Trust board has overall responsibility for:

- 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.

The Acer Trust has responsibility for:

- Sharing effective practice on attendance management and improvement across schools.
- Providing opportunities for schools to share effective interventions, resources and documents.
- Identifying and monitoring attendance patterns across their schools to identify common issues and barriers.

The CEO has responsibility for:

- Ensuring the implementation of this policy and procedures.
- Monitoring attendance and ensuring high and/or increasing levels of attendance are maintained.
- Handling complaints regarding this policy as outlined in the school's Complaints Policy.
- Having regard to 'Keeping children safe in education' (2023) when making arrangements to safeguard and promote the welfare of children.

The Headteacher is responsible for:

- Implementation and management of this policy.
- Reviewing and updating the policy bi-annually to ensure it reflects local school procedures and is in line with the model policy.
- Monitoring attendance and action planning to promote and improve attendance and punctuality.
- Keeping parents informed of their child's attendance and any changes to attendance policy and procedure.
- Ensuring that they keep abreast of changes in legislation and undertake CPD to ensure best practice.

Class teachers are responsible for:

- Recording attendance on a daily basis for both morning and afternoon sessions, using the correct codes, and submitting this information to the school office.
- Taking the register at 8.55am and 1.00pm.
- Recording as late children who arrive between 8.55am and 9.00am, using the 'L' code
- Recording pupils who arrive after registration has closed at 9.00am against the 'U' code.
- Recording as absent those children who are not present when the registers are closed (using the appropriate code e.g. 'I' for illness)

- Creating a welcoming and nurturing atmosphere in order to encourage attendance and punctuality.
- Ensuring that pupils are aware of the importance of good attendance and children are praised for it.
- Monitoring attendance in their class and discussing any issues with the Headteacher.

School Office staff are responsible for:

- Checking all class registers by 9.05am and initiating the first day calling system by telephoning all parents of absent pupils who have not contacted the school by 9.30am.
- Keeping records of all correspondence concerning absence.
- Entering attendance/punctuality details into the school management systems and producing reports as necessary.
- Prompting parents twice a year to provide updated contact details.

Pupils are responsible for:

- Attend regularly and be on time for registration and lessons
- Arrive between 8.45-8.55am (unless they are attending Early Birds Breakfast Club).
- Report to the School Office if they arrive after this time.
- Be in their classrooms by 1.00pm for afternoon registration.

Parents are responsible for:

- Ensuring that their children attend and stay at school.
- Ensuring that their children arrive at school on time, appropriately dressed and ready to learn.
- Instilling in their children an appreciation of the importance of attending school regularly.
- Ensuring that they are aware of the attendance policy of their children’s school.
- Impressing upon their children the need to observe the school’s code of conduct.
- Working in partnership with their children’s school to resolve issues which may lead to non-attendance.
- Notifying the school if their child is absent. This should be done on the first day of absence. They should also provide an explanation for the absence. This explanation should be confirmed when the child returns to school.
- Avoiding arranging medical/dental appointments during school hours.
- Avoiding booking holidays during term time.
- Contacting the school following procedures detailed below prior to any known, unavoidable term-time absence.
- 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.

Definitions

Absence	<ul style="list-style-type: none"> • Arrival at school after the register has closed. • Not attending school for any reason.
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Authorised Absence	<ul style="list-style-type: none"> ● Authorisation is granted for absence at the discretion of the school, in compliance with legislation and guidance. It could be granted for: <ul style="list-style-type: none"> ○ Sickness. ○ Medical or dental appointments which unavoidably falls during school hours. ○ Religious or cultural observances (up to two days per year). ○ An exceptional family emergency.
Unauthorised Absence examples	<ul style="list-style-type: none"> ● Parents keeping children off school unnecessarily or without reason. ● Truancy ● Absences which have never been properly explained. ● Arrival at school after the register has closed. ● Absence due to shopping, looking after other children or birthdays. ● Day trips and holidays in term-time which have not been agreed. (These will only be authorised in exceptional circumstances in compliance with legislation and at the discretion of the school) ● Leaving school with no explanation during the day.
Persistent Absenteeism (PA)	Missing 10 percent or more of schooling across the year for any reason, regardless of authorisation.
Severe Absenteeism (SA)	Missing more than 50 percent of schooling across the year for any reason, regardless of authorisation.

Absence Procedures

- Parents should contact the school as soon as possible on the first day of their child's absence to explain why they were absent
- A phone call will be made to the parent of any pupil who has not reported their child's absence on the first day that they do not attend school. If the school is unable to make contact with the parent/ carer, they may contact the pupil's emergency contacts and/or other professionals or contacts of the family who could reasonably be expected to be able to advise of the pupil's whereabouts.
- The staff member will encourage the attendance of any pupil that they believe should be able to attend.
- In the case of persistent absence and severe absence, arrangements will be made for parents to speak to the attendance staff. The school will inform the Local Authority (LA), 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.
- Where a pupil has not returned to school for 10 days after an authorised absence, or is absent from school without authorisation for 20 consecutive school days, the school will contact the Local Authority and follow the 'Child Missing Education' guidance.

- Where there are concerns that the absence of a child constitutes a risk of harm, safeguarding procedures will be followed as per the Safeguarding and Child Protection Policy.

Following up absence and Children Absent from Education

We recognise children missing education can act as a vital warning sign to a range of safeguarding issues including neglect, sexual abuse and child sexual and criminal exploitation. Where any child we expect to attend school does not attend, or stops attending, the school will:

- Follow up on their absence with their parent/carer to ascertain the reason, by ringing and emailing the primary contact before 9.30am on the first day of absence, following the first day calling procedure.
- Identify whether the absence is approved or not.
- Identify the correct attendance code to use.
- Invite the parent in to discuss the situation with Headteacher if absences persist.
- Ensure proper safeguarding action is taken where necessary.

Where a pupil has 2 school days of unexplained absence and all reasonable steps have been taken by the school to establish their whereabouts without success, the school will make an immediate referral to Oxfordshire County Council School Attendance Team. Reasonable steps to be taken by school staff include:

- Telephone calls to all known contacts (parents are asked to provide a minimum of two emergency contacts in the event of children not arriving at school without prior notification and also for other emergency purposes).
- Email/parentmail to contacts.
- Possible home visits.
- Enquiries to friends, neighbours etc. through school contacts.
- Contact with other schools where siblings may be registered.
- Letters home (including recorded delivery).
- Enquiries with any other Service known to be involved with the pupil/family.

All contacts and outcomes will be recorded on the pupil's file.

Attendance Register

We will keep an attendance register for all pupils at our school. This attendance register will be taken at the start of the first session of each school day and once during the second session. It will mark 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 A for the DfE attendance codes.

Pupils must arrive in school between 8.45 and 8.55am on each school day. The register for the first session will be taken at 8.55am and will be kept open until 9.00am. The register for the second session will be taken at 1.00pm and will be kept open until 1.05pm. We will keep every entry on the attendance register for at least 3 years after the date on which the entry was made.

Pupils At Risk of Persistent Absenteeism (PA)

If a child's attendance drops below 95% or there is an emerging pattern to a pupil's absence over a 3-4 week period, the Headteacher will invite parents to a meeting to discuss the reasons for this absence. Barriers to attendance will be discussed, actions agreed to resolve any difficulties and targets set to improve the attendance within a 4-week time limit. If attendance does not improve after the review period, or the family does not engage, then a number of things may happen:

- The parent will be sent a letter from the Acer Trust regarding attendance and a more formal Parent Contract put in place.
- An Early Help Assessment may be done to access more support for the student and family.
- A Penalty Notice may be given.
- A referral to the County Attendance Team may be made.

Where absence escalates and pupils miss 10% or more of school, this will be classified as persistent absence. Whilst we will continue to work with the pupil and family to put additional targeted support in place to remove any barriers to attendance, the school will then also seek support from the county attendance team.

Pupils with medical conditions or special educational needs and disabilities have the same right to an education and hence attendance ambition. When addressing attendance, we will be mindful of the potential additional barriers, putting in place an individual healthcare plan where needed. Please also see our policy on supporting pupils with medical conditions.

In very exceptional circumstances, where it is in a pupil's best interests, there may be a requirement for a temporary part-time timetable to meet their individual needs. A part-time timetable must only be in place for the shortest time necessary and not be treated as a long-term solution.

Severe Absenteeism (SA)

A pupil becomes a 'severe absentee' when they miss 50% or more schooling across the school year for any reason. Absence at this level is doing significant damage to any child's academic and social progress which can have lifelong consequences. All SA pupils at our school will have an Individual Attendance Plan which will incorporate multi-agency input. You will be expected to engage with all partners to improve your child's attendance to 95+%. SA pupils are our highest priority at our school.

Punctuality

The school will:

- Actively encourage high levels of punctuality.
- Monitor and follow up on lateness.
- Promote school times and the time of registers opening and closing through brochures and the website.
- Not keep a register open for the whole session.
- When a pupil arrives late and the register is still open he/she will be marked as 'late' but counted as present for that session.
- When a pupil arrives after the register has closed and a parent provides a satisfactory explanation, he/she will be marked as 'authorised absent' for that session using the correct code.
- When a pupil arrives after the register has closed and the parent fails to provide a satisfactory explanation, he/she will be marked as 'unauthorised absent' for that session. (Code U)

Term Time Leave of Absence

The Headteacher will only grant a leave of absence to pupils during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the Headteacher's discretion.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. It will also always be refused when requests are regular (annual) or when patterns become identifiable.

Valid reasons for **authorised absence** include:

- 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 parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart
- Traveller pupils 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 a parent is service personnel and is returning from a tour of duty abroad where it is evidenced the individual will not be in receipt of any leave in the near future that coincides with school holidays.
- Where an absence from school is recommended by a health professional as part of a parent or child's rehabilitation from a medical or emotional issue.
- The death or terminal illness of a close relative.
- Out of school programmes such as music, arts or sport operating at a high standard of achievement. Documentary evidence of this event will be required.
- To attend a wedding or funeral of a close relative if the Headteacher is satisfied that the circumstances are truly exceptional;. Where leave is granted it will only be for the event and flights if appropriate. 'Wrap-around' holidays will not be authorised.
- In difficult family situations the Headteacher may use his/her discretion in granting leave and each case should be addressed on its individual merits, taking into account the overall welfare of the child.

Taking time off during term time for a cheaper holiday is not considered as an exceptional circumstance.

Applications for term time absence should be made in writing using the proforma on the school website and sent to the school office as far in advance of the requested dates as possible. The Headteacher will meet personally with every family applying for exceptional leave to stress the importance of good school attendance habits and links between attendance and attainment. The school will issue a written response clarifying whether the request has been granted. Reasons for exceptional leave will be logged on the pupil's record and shared as part of the transfer/transition process.

Applications for leave of absence which are made in advance and refused will result in the absence being recorded as "unauthorised" if the child is absent from school during that period. This may result in referral to the County Attendance Team and legal action being taken against the parent by way of a Fixed Penalty Notice.

Missing Children

Pupils are not permitted to leave the school premises during the school day unless they have permission from the Headteacher. 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 the School Office.
- A member of staff will stay with the rest of the class, and all available members of staff will conduct a thorough search of the school premises as directed by a member of the senior leadership team.
- Staff will then search 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 LAC, 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.
- 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.
- Parents and any other agencies will be informed immediately when the pupil has been located.
- The Headteacher will carry out a full investigation and will draw a conclusion as to how the incident occurred.
- Appropriate disciplinary procedures are followed in accordance with the Behaviour Policy.

Pupils who are not collected at the end of the school day

All pupils who are collected from school at the end of the day are made aware that if their parent / guardian / carer will be late, they should remain with their class teacher.

If no communication is received about a pupil, the class teacher, office staff or SLT member will call the contact numbers for the parent and /or other appropriate contact numbers relevant to the pupil.

During this time the pupil will be safely looked after by a member of staff.

If there is no response from the parents' contact number or the emergency numbers within a three hour period the police and / or social services (LCSS or MASH) will be contacted. The incident will be recorded and logged in the child's safeguarding records on CPOMS.

Appointments

As far as possible, parents should attempt to book medical and dental appointments outside of school hours. Where this is not possible, a hospital letter or appointment card should be presented to the school office.

If the appointment requires the pupil to leave during the school day, they will need to be signed out at the school office by a parent. Pupils should attend school before and after the appointment wherever possible.

Part-Time Timetables

All pupils of compulsory school age are entitled to a full-time education. In exceptional circumstances there may be a need for a part time timetable to meet an individual pupil's needs.

- Any part- time timetable will be time-limited and will not be treated as a long term solution.
- Part-time timetables will only be made with parental agreement and in compliance with the Safeguarding Policy.
- Part-time timetables will be agreed with the Local Authority and reviewed every two weeks.
- The school will mark the sessions where the pupil is not expected to attend as authorised absence. (Code C).

Approved Educational Activity

Where a student is engaged in off-site approved educational activities (for example, if a student is attending another school for part of their educational provision), the school will check his/her attendance on a daily basis before entering the appropriate code in the register.

Authorised and Unauthorised Absence

Absence will be authorised where leave has been granted by the school in advance, for example, in the following circumstances:

- a pupil is to participate in an approved performance for which a licence has been granted by the Local Authority,
- where the parent of a child is deployed in the services for 4 months or more, absence may be authorised but for no more than 5 days and proof of deployment must accompany the

request eg. An official letter from the line manager. For this to be authorised the student must have attendance that is above 90%.

- where the school is satisfied that the child is too ill to attend; Please note that where absence due to illness exceeds 6 sessions or 3 days a doctor's note should be provided.
- where the student has a medical appointment (although parents should be encouraged to make these out of school hours wherever possible, and to return their child to school immediately afterwards – or send him/her to school beforehand; Medical/Dental appointments should be accompanied by an appointment card or other written confirmation.
- where there is an unavoidable cause for the absence which is beyond the family's control, e.g. extreme weather conditions.
- the absence occurs on a day exclusively set aside for religious observance by the religious body to which the student's parents belong;
- in other exceptional circumstances (e.g. a family bereavement) and for a very limited period. (Note: absence may not be authorised even in these circumstances where the student has a poor attendance history or is a persistent absentee with attendance below 90% but the school must still be informed) Except in the circumstances described above, absences will be unauthorised.

Some examples of reasons for not authorising absence would be:

- no explanation has been given by the parent;
- the school is not satisfied with the explanation;
- the student is staying at home to mind the house;
- the student is shopping during school hours;
- the student is absent for unexceptional reasons, e.g. a birthday, looking after other children;
- the student is absent from school on a family holiday.
- the student has been stopped during a truancy sweep and is unable (or the parent is unable) to give a satisfactory reason for the absence.
- excessive illness without medical evidence

Penalty Notices

Our school will work with families at an early stage to address attendance issues. If difficulties cannot be sorted out in this way, the school may make a referral to the County Attendance Team at the Local Authority. At the school's request, they may issue a Penalty Notice per parent/carer, per child (currently £80 rising to £160 if unpaid after 21 days. If unpaid after 28 days a summons to Court will be issued for each unpaid Penalty Notice for prosecutions in the Magistrates Court. This can result in a criminal record and a fine of up to £2,500, a Community Order, Parenting Order or ultimately a custodial sentence).

A Parent/Carer can be issued with a penalty notice if:

- They fail to ensure that their child attends school, or other education provision regularly, usually defined as six or more unauthorised absence sessions over a six-week period.
- They allow their child to take leave of absence during term time without the school's authorisation e.g. term time holidays.
- They fail to return their child to school on the agreed date after a period of authorised leave of absence.
- Their child persistently arrives late for school after registration is closed.

In addition to Penalty Notices, we will work with the attendance team to make use of the full range of legal interventions available including Parenting contracts, Education supervision orders, Attendance prosecution and Parenting orders.

Alternatively, parents or children may wish to contact the County Attendance Team themselves to ask for help or information. They are independent of the school and will give impartial advice. Their telephone number is 01865 323513 attendance@oxfordshire.gov.uk

Other Absences

Absence due to military posting

If a student leaves due to posting they are expected to attend their new school within 1 week of moving unless this coincides with school holidays. We have a duty to track students who leave us until they arrive in their new school and should there be a delay in starting a new school without a reason given, the Local Authority will need to be informed.

Traveller Absence

When Traveller families are travelling for occupational reasons, absence from school must be requested in the usual way. To help ensure continuity of education for Traveller children it is expected that the child should attend school elsewhere when their family is travelling and be dual registered at that school and at Stadhampton Primary School. Children from these groups whose families do not travel for occupational reasons are expected to attend as normal.

The County Attendance Team

Parents or children may wish to contact the County Attendance Team themselves to ask for help or information. They are independent of the school and will give impartial advice. Their telephone number is 01865 323513 attendance@oxfordshire.gov.uk

<https://www.oxfordshire.gov.uk/residents/schools/school/attendance>

Children Absent from Education

Children absent from education are children of compulsory school age who are not registered pupils at a school and are not receiving suitable education otherwise than at a school. Children missing education are at significant risk of underachieving, being victims of harm, exploitation or radicalization, and becoming NEET (not in education, employment or training) later in life.

Why Children Miss Education

The most common reasons for children missing education include the following:

- Failing to be registered at a school at the age of 5
- Failing to make a successful transition between educational settings
- Exclusion
- Mid-year transfer between educational settings
- Families moving to a new area Children at Particular Risk of Missing Education

There are many reasons why a child may be missing from education, therefore the Local Authority will make a judgement on a case-by-case basis. The following list indicates pupils who are most at risk of missing education:

- Pupils at Risk of Harm or Neglect – where this is suspected, local child protection procedures will be followed; however, if a child is in immediate danger or at risk of harm, a referral should be made immediately to the Local Authority Safeguarding Team (and the police if appropriate) as per the school's safeguarding procedures. The LA officers responsible for CME will check a referral has been made, and will contact This policy is to be read in conjunction with the new Keeping Children Safe in Education (KCSIE) 2023 document. children's social care if this is not the case. Should there be a reason to suspect a crime has been committed or the child's safety is at risk, the LA will contact the police.
- Children of Gypsy, Roma and Traveller (GRT) Families – when a GRT student leaves the school without naming their next destination school, the school will contact the LA. If necessary, the school will consult the Attendance Team for advice on the best strategies to ensure minimal disruption to the GRT pupil's education.
- Children of Service Personnel – the school will contact the Ministry of Defence Children's Education Advisory Service for advice to ensure continuity of education for these children.
- Missing Children / Runaways – should the school suspect a child has gone missing or run away, an appropriate staff member will consult the Local Authority Safeguarding Team (and police if appropriate) for advice. - Children and Young People Supervised by the Youth Justice System – in this case, LA youth offending teams are responsible for supervising children (aged 8 to 18). Where a young person is registered at the school prior to custody, the school will keep the place open for their return.
- Children who cease to attend Stadhampton Primary School – where the reason for a child who has stopped attending the school is not known, the LA will investigate the situation.
- Children of Migrant Families – there is an increased risk of a child missing education if they are part of a new migrant family who may not yet have settled into a fixed address, or may have arrived into an LA area without the authority becoming aware.

Strategies for Promoting Attendance

The school has an attendance target of 97% and each child has an important part to play in meeting it. The school sets attendance targets each year, agreed by the Headteacher and Governors at the first Full Board meeting of the school year. Targets are challenging yet realistic, based on attendance figures achieved in previous years. Our strategy for promoting attendance includes:

- Attendance displays against target in the school hall/classrooms.
- Sensitively and without discrimination praising and rewarding improvements in attendance at year group, class/form and individual level.
- Including school and class level attendance data in the weekly newsletter.
- Reporting at least termly to parents how their child is performing in school, what their attendance and punctuality rate is and how this relates to their attainments.
- Celebrating good attendance by displaying individual and class achievements.
- Rewarding good or improving attendance through class competitions, certificates and outings/events. (98+ %- term)
- Including attendance expectation in our new starter packs and resending the policy to parents whenever it is updated.

Reporting to Parents

Each child's attendance record is shared with the parents as part of the annual written report in July and discussed at Parent Consultations in autumn and spring terms.

Aggregated weekly attendance data against school target is also shared with parents and children via the weekly newsletter and celebration assembly. The percentage data is presented in a manner that is relatable, translating it into amount of time missed.

Attendance Monitoring and Reviewing

The Governing Body and Headteacher monitor and benchmark whole school, cohort and specific group attendance and punctuality on at least a termly basis. Individual children's attendance is also monitored alongside progress and attainment data to identify any concerns. Strategies devised to address poor attendance in these groups are implemented and data monitored to assess the impact of school-wide attendance efforts. The outcomes are used to inform future strategies.

Attendance data is held electronically on the school management information system (MIS) accessible by the Headteacher and administrative staff who are able to provide comprehensive attendance records.

Links with other Policies

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum annually by the Governing Body. It links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy
- Supporting children with medical needs

Appendix A: Attendance Register Codes

Present Codes

Code	Name
/	Present am
\	Present pm
B	Educated off site
J	Interview
P	Approved, supervised sporting activity
V	Educational visit
W	Work experience
L	Late before the registers have closed

Authorised Absence Codes

Code	Name
I	Illness - non covid related
M	Medical appointments (when unable to book them out of school hours)
H	Family holiday - agreed
E	Excluded
R	Religious observance
S	Study leave
T	Traveller absence
C	Other authorised circumstances

Unauthorised Absence Codes

Code	Name
G	Unauthorised family holiday
O	Unauthorised other absence
U	Late after the registers have closed

Not Counted in Attendance or Absence Figures

Code	Name
X	Non-compulsory school age absence
Y	Unable to attend due to exceptional circumstances
#	Planned whole or partial school closure
D	Dual Registered
Z	Not on roll