Buckland Primary School

Attendance, Admission and Registration Policy

Policy Originator	R Hutton & E Hawthorn Headteacher and Attendance Officer
Review Date	September 2026
Review Date	September 2027

Attendance is everyone's responsibility

Statement of Intent

Buckland Primary School is committed to providing a full and effective education for all its pupils to ensure they achieve their potential in all that they do. We recognise the importance of good school attendance and research clearly demonstrates the link between regular attendance and educational progress and attainment.

The school will support pupils to ensure they access the ***BEST*** education that we can offer and will work in partnership with families and other support agencies in ensuring they are aware of their legal responsibilities regarding their child's education and support their child to achieve their maximum possible attendance; ensuring any barriers are identified and acted on promptly.

Regular attendance is a prerequisite to a good education and therefore a priority of the school.

We are committed to:

- ✓ Ensuring every child is safeguarded and their right to education is protected
- ✓ Promoting and modelling high attendance and its benefits
- ✓ Reducing absence, including persistent and severe absence
- ✓ Ensuring equality and fairness for all so every child has access to the full-time education to which they are entitled
- ✓ Intervening early and working with other agencies 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 families follow the framework set in section 7 of the Education Act 1996, which states that every 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 additional needs they may have, either by regular attendance at school or otherwise
- ✓ Ensuring our Attendance Policy is clear and easily understood by staff, families and pupils
- ✓ Regular monitoring and analysing attendance and absence data to identify pupils or cohorts that require more support
- ✓ Identifying causes of low attendance/punctuality with individuals, classes and groups of children and address them

The school's Attendance Officer is: **Mrs E Hawthorn** and can be contacted via Inclusion@bucklandprimary.surrey.sch.uk Staff, parents and pupils will be expected to contact the Attendance Officer for queries or concerns about attendance.

Expectations

A pupil's progress is severely hampered if they do not regularly attend school.

Outstanding	100% - 99%	
Good	98% - 97%	
Satisfactory	96% - 96%	2 School Weeks of Lost Learning
Unsatisfactory	94% - 90%	4 School Weeks of Lost Learning
Unacceptable	89% - 76%	8 School Weeks of Lost Learning
Totally Unacceptable	75% - 70%	12 School Weeks of Lost Learning

To illustrate:

- ➢ 90% attendance is an average of one day out of school per fortnight over a school year
- ➢ 90% attendance over 5 years is half a school year missed
- ➢ 80% attendance over 5 years is the same as 1 whole school year missed.

Roles and Responsibilities

Governing Body

- Monitor the implantation of this policy and all relevant procedures across the school
- Promote the importance of good attendance through the school's ethos, values and vision
- Ensure relevant attendance training for all relevant staff that is appropriate to their role
- Working with SLT set goals for attendance; providing support and challenge
- Attend any relevant case or panel meetings when agreed
- Regularly review attendance data, discuss and challenge trends and help school leaders focus improvement efforts on pupils or cohorts who need it most
- Ensure school leaders fulfil expectations and statutory responsibilities
- Identify a designated Governor for Attendance (linked to other roles as appropriate)

Headteacher

- The day-to-day implementation and management of this policy and all relevant procedures across the school
- Appointing a member of staff to the Attendance Officer role
- 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 attendance / absence
- Make the necessary statutory data returns and such other requests to the local authority or other relevant professional partner agencies
- Allow the local authority access to the register and to support joint working with other agencies

Attendance Officer (Inclusion Manager)

- The overall strategic approach to attendance across the school
- Develop a clear vision for improving attendance - alongside the SLT and governing body
- Monitor attendance and the impact of interventions
- Analysing attendance data and identifying areas of intervention and improvement
- Communicating with pupils and families with regards to attendance
- Following up on incidents of persistent poor attendance
- Informing the LA of any pupil being deleted from the admission and attendance registers

Staff

- 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

We expect all pupils will:

- Attend school regularly
- Arrive on time, appropriately dressed in school uniform and prepared for the school day
- Through our effective pastoral and personal development systems, report any problems which could impact on their attendance or punctuality e.g., Trusted Adults, Worry boxes
- Follow the school rules

We expect all families to:

- Ensure their child attends school every day
- Ensure their child arrives to school wearing school uniform with the correct equipment fully prepared for their day
- Provide the school with at least 2 emergency contact numbers and inform the school if their details change
- Inform the school in confidence of any problem which might impact on their child's attendance, punctuality or welfare
- Be aware that it is their responsibility to inform school of the reason for their child's absence. They should contact the school on the first day of absence by **9.30am** why their child is unable to attend. Failure to do so will trigger the first day absence response protocol

- Provide medical evidence if requested by the school
- Only request leave of absence in exceptional circumstances and do so in advance
- **Arrange all holidays during the 13 weeks of school holidays and not during term time**
- Book any medical appointments around the school day where possible
- Support our school's procedures in promoting outstanding attendance for all and attend appropriate meetings in school to discuss their child's attendance
- Work in partnership with the school, emphasising to their child the importance of respecting policies and procedures

Families can expect that school will:

- Provide the highest quality education
- Promote and encourage excellent attendance and punctuality
- Raise awareness of the importance of excellent attendance with parents, around school and with the local community
- Maintain an effective electronic registration system
- Regularly monitor attendance and use data to identify emerging patterns of absence
- Closely monitor the attendance of identified vulnerable groups of pupils
- Address the causes of non-attendance
- Work with families, the Local Authority, schools and external agencies to improve attendance
- Make every reasonable effort to contact the parent/carer when a child fails to attend school and the school has not been notified of the reason for absence
- Provide work during a period of authorised absence, or on a pupil's return
- Support pupils upon return to school after a period of absence
- Include attendance data in appropriate school reports
- Act promptly and confidentially when notified of a problem which could impact on attendance or punctuality
- Comply with safeguarding regulations

A summary table of responsibilities for attendance has been produced by the Department for Education: https://assets.publishing.service.gov.uk/media/65e8ae343649a2001aed63aa/Summary_table_of_responsibilities_for_school_attendance__applies_from_19_August_2024_.pdf

Attendance expectations at Buckland Primary School

The school has high expectations for pupils' attendance and punctuality, and ensures that these expectations are communicated regularly to families and pupils.

The school day starts at **8.40am**, and pupils must be in their classrooms, ready to learn at this time; therefore, pupils will be expected to be on the school site before this time. School gates open at **8.25am**.

Y1 to Y6 pupils have a morning break from 10.30am till 10.45am

Lunch break is staggered with EYFS and KS1 from 11.45am until 12.45pm and KS2 from 12pm until 1pm.

Registers will be taken as follows throughout the school day:

- The morning register will be marked by **8.45am**. 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 **9.10am**. Pupils will receive a mark of absence if they do not attend school before this time. **NOTE this should be the same for every session, and depending on the structure of the school day, not longer than either 30 minutes after the session begins, or the length of the first lesson in which registration takes place**
- The afternoon register will be marked as each class returns from their allocated lunch break
- The afternoon register will close by 1.15pm. There registers will be analysed alongside formal registers. Afternoon sessions begin at different times after lunch.

Pupils will be encouraged to communicate any concerns related to attendance as soon as possible to the relevant member of staff e.g., Trusted Adult

Recognition of Good and Improved Attendance

Buckland Primary recognises the importance of praise and reward for both good and improved attendance. All pupils are encouraged to realise the importance of good attendance and punctuality to enable them to achieve their full potential at school and their life goals. There is a monitoring system which incorporates rewards and consequences for pupils.

Absence Procedures

When a pupil has had a lengthy absence from their education, whether authorised or unauthorised appropriate support will be given to support them in school.

The school recognises that occasionally a pupil may be absent due to a medical condition, illness and/or ongoing additional needs. The school has an excellent pastoral and SEN support system and regular meetings ensure that these students are provided with the appropriate targeted support to minimise the disruption to their education.

When any child expected to attend school does not attend school without a reason we will respond promptly and with support and advice from the local authority. If the school receives no explanation / contact from the family regarding a child's absence after 3 days a home visit / welfare check will be undertaken by 2 members of staff (with written prior notification to parents/carers).

Authorised

Authorised absence means the school has either given approval in advance for a pupil of compulsory school age to be absent from school, or has accepted an explanation offered afterwards as justification.

Only the Headteacher can approve absence – not parents/carers. The school is not obliged to accept a parental note or other form of notification as a valid reason for absence and further evidence may be requested. If, after investigation doubt remains about the explanation offered, or where no explanation is given, the absence will be treated as unauthorised.

Should a pupil feel unwell in school, the school will follow the school's procedure and inform the relevant member of staff if they feel too poorly to remain in school. If appropriate, school will call home to notify parents/carers and to inform them if the child needs to be collected.

Unauthorised

Unauthorised absence is when the school is not satisfied with the reason given for the absence or no reason is given at all.

Where parents/carers condone unjustified absence, the school will commence attendance procedures at an early stage and this may lead to a referral to the Local Authority for a Penalty Notice Fine or Statutory Procedures for non-school attendance.

To avoid unauthorised absence, it is the responsibility of parents/carers to inform the school of the reason for their child's absence. Contact should be made with the school on the first day of absence before **9.30am** when a child is unable to attend. They will be expected to provide an explanation for the absence and an estimation of how long the absence will last e.g., one school day.

If the school does not receive notification of an absence by the close of the morning register a text message or phone call will be made to parents/carers as soon as practicable on the first day to inform them of the absence. If no response is received a phone call will be made to the other named contacts held by the school. If no response is received following this then a welfare check, including a home visit, may be made at the discretion of the school to ascertain the whereabouts of the pupil. If no reason is provided for a pupil's absence the absence will be marked as unauthorised.

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

1. Ascertain the reason for the absence
2. Ensure the proper safeguarding action is being taken
3. identify whether the absence is authorised or not
4. identify the correct code to use to enter the data onto the school registration and census system

Where a pupil is absent for more than 3 school days in a row, or more than 10 school days in one term, the pupil's parents/carers will be expected to provide a clear explanation for the absence(s). Evidence of illness may be sought if the school has a concern around their absence.

The school will not request medical evidence in most circumstances where a pupil is absent due to illness; however, the school reserves the right to request supporting evidence where there is genuine and reasonable doubt about the authenticity of the illness.

The Admission Register

The admission register must contain the personal details of every pupil in the school, along with the date of admission or re-admission to the school, information regarding parents and carers and details of the last school attended.

A pupil's name can only lawfully be delated from the admission register if a reason set out in regulation 8 of the Education (Pupil Registration) (England) Regulations 2006, as amended, applies.

Schools must enter pupils on the admission register and attendance register from the beginning of the first day on which the school has agreed, or been notified, that the pupil will attend the school. For most pupils the expected first day of attendance is the first day of the school year.

If a pupil fails to attend on the agreed or notified date, the school must establish the reason for the absence and mark the attendance register accordingly.

All schools must notify the local authority within 5 days of adding a pupil's name to the admission register and must provide the local authority with all the information held within the admission register about the pupil.

Where the parent of a pupil notifies the school that the pupil will live at another address, schools must record in the admission register:

a) the full name of the parent with whom the pupil will live,
b) the new address, and
c) the date from when it is expected the pupil will live at this address.

Where a parent notifies the school that the pupil is registered at another school or will be attending a different school, schools must record in the admissions register:

a) the name of the other school, and
b) the date of when the pupil first attended, or is due to start attending, that school.

Full details on the keeping of the Admission Register (including the deletion of names) can be found in section 7 of Working Together to Improve School Attendance.

Children at Risk of Missing Education

Local authorities have a duty to put in place arrangements for identifying (as far as it is possible) those children of compulsory school age in their area who are not registered or receiving suitable education otherwise than at a school. Local authorities should trace those children and ensure they receive full-time education.

All schools must notify the local authority when a pupil's name is to be deleted from the admission register under any grounds prescribed in regulation 8 of the Education (Pupil Registration) (England) Regulations 2006 as amended, as soon as the grounds for removal is met and no later than the time at which the pupil's name is removed from the register. This duty does not apply where the pupils' name is removed after they have completed the school's final year, unless the local authority requests for such information to be provided.

All schools must agree with the local authority, the regular interval that the school will inform the local authority of any pupil to attend school regularly, or has been absent without the school's authorisation for a continuous period of 10 days or more.

Marking of Registers

Schools must follow Department for Education guidance when marking the register. There is a legal requirement upon schools to keep an accurate attendance register at the beginning of each morning and afternoon session to mark pupils present or absent. This is also part of the safeguarding procedures.

There is also a requirement that attendance records must show whether an absence of a pupil of compulsory school age is authorised or unauthorised.

The school has a computerised registration system in place. Taking of registers is an integral part of the school day. Particular attention is paid to accurate used of codes. The falsification of attendance registers by any member of staff may result in disciplinary action.

The local authority may request access to the register as part of their checks and responsibilities.

Designated members of staff 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 absences are monitored and recorded in a consistent way.

Code	Definition	Present	Authorised absence	Unauthorised absence
/	Present in the morning	✓	✓	
\	Present in the afternoon	✓	✓	
L	Late arrival before the register has closed	✓	✓	
U	Late arrival after the register has closed	X		X
B	Attending any other approved educational activity	✓	✓	
C	Leave of absence for exceptional circumstance	X	✓	
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable	X	✓	
D	Dual registered at another school	--	--	--
E	Suspended or permanently excluded	X	✓	
G	Holiday not granted by the school	X		X
I	Illness	X	✓	
K	Attending education provision arranged by the local authority	✓	✓	
M	Leave of absence for purpose of attending a medical or dental appointment	X	✓	
N	Reason for absence not yet established	X		X
O	Absent in other or unknown circumstances	X		X
P	Participating in a sporting activity	✓	✓	
Q	Unable to attend the school because of a lack of access arrangements	--	--	--
R	Religious observance	X	✓	
S	Leave of absence for the purpose of studying for a public examination	X	✓	
T	Parent travelling for occupational purposes	X	✓	
V	Attending an educational visit or trip	✓	✓	
W	Attending Work experience	✓	✓	
X	Non-compulsory school age pupil not required to attend school	--	--	--
Z	Prospective pupil not on admission register	--	--	--
#	Planned whole school closure (school holidays & Inset days)	--	--	--

When the school has planned in advance to be fully or partially closed, the code '#' will be used for the relevant pupils are absent.

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.

Medical Appointments

The school recognises that occasionally medical appointments during the school day are unavoidable. However, pupils are expected to return to school immediately following an appointment and medical evidence may be requested. The vast majority of medical appointments do not require a full day, or even a full session of absence. In line with safeguarding regulations, pupils are required to enter and leave school via the main school office.

Requests for absence in term-time

Permission from the Headteacher MUST be sought for all absences that occur during term-time. A 'Request for leave of absence' form must be completed in advance of the absence – available from the school office or school's website: https://bucklandprimary.surrey.sch.uk/parents/attendance/ Only the Headteacher can decide if the absence is to be authorised or unauthorised.

Parents should plan their holidays around school breaks and avoid seeking permission from schools to take their children out of school during term time unless it is absolutely unavoidable.

Current DfE guidance states schools cannot authorise any holidays taken in term time unless there are exceptional circumstances. Schools will require evidence of exceptional circumstances, which should be attached to the 'request for leave of absence' form and the judgement about what is exceptional will be made by the Headteacher.

When term-time absence 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.

Penalty Notices

The Surrey Attendance Service, acting on behalf of Surrey County Council may issue a Penalty Notice as an alternative to the prosecution of a parent/carer for their child's unauthorised absence from school and require the recipient to pay a fixed amount.

Circumstances when a Penalty Notices may be issued

1. Pupils identified by police and Surrey Attendance Advice Officers engaged on Truancy Patrols and who have incurred unauthorised absences.

2. The School Attendance (Pupil Registration) (England) Regulations 2024 state that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.

   Where a child is taken out of school for 10 sessions or more and the 'leave of absence' is without the authority of the head teacher, each parent is liable to receive a penalty notice for each child who is absent. In these circumstances, a warning will not be given where it can be shown that parents had previously been warned that such absences would not be authorised and that they will be liable to receive a Penalty Notice if the leave of absence is taken.

3. The issue of a Penalty Notice will also be considered where a pupil has incurred 10 or more unauthorised sessions during the preceding 10 school weeks. The parents' failure to engage with supportive measures proposed by the school will be a factor when considering the issue of a Penalty Notice. Unauthorised absence will include late arrival after the close of registration without good reason.

4. Section 103 of the Education and Inspections Act 2006 places a duty on parents to ensure that their child is not in a public place without justifiable cause during school hours when they are excluded from school. This duty applies to the first five days of each exclusion. Failure to do so will render the parent liable to a Penalty Notice. If the Penalty Notice is not paid, the recipient will be prosecuted for the offence under Section 103. Alternative education provision will be made from the sixth day of any exclusion and failure to attend such provision without good reason will be treated as unauthorised absence.

With the exception of unauthorised leave of absence taken in term time (Paragraph 2 above) parents will be sent a 'Notice To Improve' their child's attendance, warning them of their liability to receive such a notice before it is issued.

Amount Payable Under a Penalty Notice: The Education (Penalty Notices) (England) (Amendment) Regulations 2024

1. If a parent/carer has not incurred a penalty notice relating to the relevant child/children since 19 August 2024, then the penalty notice will be charged at the rate of £160.00, per parent/carer per child, if paid within 28 days. This will be reduced to £80.00 if paid within 21 days of receipt of the notice. Failure to pay the Penalty Notice will result in Surrey County Council considering legal proceedings against you in the Magistrates Court.

2. If you have incurred a penalty notice relating to this child/children since 19 August 2024, the rolling 3 year period will be activated from the date of the first penalty notice and the second penalty notice will be charged at the flat rate of £160.00, per parent/carer per child, if paid within 28 days. There will be no reduction for payment within 21 days. Failure to pay the Penalty Notice will result in Surrey County Council considering legal proceedings against you in the Magistrates Court.

3. If you have incurred 2 penalty notices relating to this child/children in the rolling 3 year period since the first penalty notice was issued, then you will NOT receive a third penalty notice – Surrey County Council will have no option but to consider a prosecution, per parent/carer per child, in the Magistrates Court under s 444 Education Act 1996.

Punctuality

Punctuality is extremely important. All pupils are required to arrive punctually for registration at **8.40am**. We allow and encourage children enter school and start activities from **8.30am**.

If a pupil arrives for school after the close of registration at 9.10am the session can be recorded as a 'U' mark on the registration certificate which is an unauthorised absence and will impact on their overall attendance.

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 SLT immediately
- The office staff will also be informed as they will act as a point of contact for receiving information regarding the search (CCTV will also the checked)
- 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 SLT
- If required, available staff will begin a search of the immediate area outside of the school, and will take a mobile phone with them so they can be contacted
- If the pupil has not been found then the parents will be notified
- If the parents have had no contact, and the child had not been located, the police will be called
- If the pupil has an allocated social worker, is a child looked after or had 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

Sanctions will be issued if deemed necessary. Appropriate disciplinary procedures will be followed in accordance with the school's Behaviour Policy.

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. 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, the 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 a DSL and the Child Protection and Safeguarding Policy will be followed.

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

- Inform the local authority if a pupil is likely to be away from the school for more than 15 school days
- Provide the local authority with information about the pupil's needs, capabilities and programme of support
- 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 incorporate a support plan to help any 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 significant signs of improvement.

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

- Holding termly meetings to evaluate and implemented reasonable adjustments
- Incorporating a pastoral support plan
- Carrying out strength and difficulties questionnaire (Boxall)
- Identifying pupils' unmet needs through the Common Assessment framework
- Using internal or external specialists
- Enabling pupils to have a reduced timetable / phase return
- Ensuring pupils can have somewhere quiet to spend lunchtimes and breaks
- Implementing a system whereby pupils can request to leave a classroom if they feel they need a time out
- Temporary late starts and early finishes
- Small group work or one to one lesson
- Tailored support to meet their individual needs

Working with parents to improve attendance

Buckland Primary 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 so that they understand what to expect and what is expected of them. The school will liaise with other agencies working with pupils and their families to support attendance, e.g., Children's Services, Surrey Attendance Support services.

The school will regularly inform parents about their child's levels of attendance, absence and punctuality, and will ensure that parents are aware of the benefits of regular attendance at school can have for their child educationally, socially and developmentally.

If a pattern of absence becomes problematic, the Attendance Officer 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.

Where these barriers are related to the pupil's experience in school, e.g., bullying, the Attendance Officer will work with the Headteacher and any relevant school staff, e.g., the DSL, SENCo, pastoral lead to address this. Where the barriers are outside of the school's control, e.g., related to issues within the family, the Attendance Officer will liaise with any relevant external agencies or authorities, e.g., Children's Services or the local authority School Attendance Support team, and will encourage parents to access support that they may need.

Persistent Absenteeism

The Department for Education deems that if a pupil's attendance drops below 90%, they become known as a Persistent Absentee, regardless of the reason for the absence and irrespective of whether the absence is authorised or unauthorised. Absence at this level is doing considerable damage to any pupil's educational prospects and parents/carers full support and co-operation is required to avoid this.

All absences are monitored thoroughly and any case to have reached the Persistent Absence (PA) level or becoming at risk of reaching it is given priority. Continued persistent absence may lead to a referral to the Local Authority for statutory procedures.

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

Where a pupil is 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.

Legal Intervention

Regular and punctual attendance of pupils at school is both a legal requirement and essential for children to maximise the opportunities available to them to reach their full potential. It is a parents/carers responsibility to ensure their children receive(s) efficient full-time education.

Education related penalty notices allow parents to be issued with a penalty where they failed to ensure their child of compulsory age and school registered, attend school regularly.

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 the Attendance Officer will consider:

- Holding a formal meeting with parents and the school's point of contact from the local authority
- Working with the local authority to put a Parenting Contract or an Education Supervision Order in place
- Engaging with children's social services where there are safeguarding concerns

Where the above measures are not effective, the Headteacher will issue a Fixed penalty Notice in line with the LAs code of conduct. Where attendance still does not improve following a Fixed Penalty Notice, the school will work with the local authority to take forward attendance prosecution as a last resort.

Monitoring and analysing absence

The Attendance Officer will monitor and analyse attendance data regularly to ensure that intervention and support is delivered quickly to address habitual absence at the first signs. This will enable patterns and trends to be quickly identified with agreed actions put in place.

The Governing Body will regularly review attendance data, and will support the SLT in setting goals and prioritising areas of focus. The school will also benchmark its attendance against local, regional and national level data to identify areas of success and areas for improvement, and will share practice which has shown to be effective with other schools.

The school recognises that early intervention can prevent poor attendance. As such, staff will receive training in identifying potential as-risk pupils as part of their annual update training. The Attendance Officer and other staff with specific attendance functions in their role will complete enhanced attendance training.

Legal Framework

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

- Working Together to Improve attendance - https://www.gov.uk/government/publications/working-together-to-improve-school-attendance
- The Education Act 1996 – Part 6
- The Education Act 2002 – Part 3
- The Education and Inspections Act 2006 – Part 7
- School Attendance (Pupil Registration) (England) Regulations 2024
- The Education (Penalty Notices) (England) (Amendment) Regulations 2024
- The Education (Information About Individual Pupils) (England) (Amendment) Regulations 2024
- Keeping Children Safe in Education
- Parental responsibility measures for behaviour and attendance
- DfE Children missing education - https://www.gov.uk/government/publications/children-missing-education
- Guidance for Schools: https://www.gov.uk/government/publications/mental-health-issues-affecting-a-pupils-attendance-guidance-for-schools

This policy operates in conjunction with the following school policies:

- Complaints Procedures
- Child Protection and Safeguarding Policy
- Behaviour Policy
- SEND Policy
- Supporting Pupils with Medical Conditions Policy