



Ministerium Tuum Imple | Love | Serve | Do the best that is possible

Attendance Policy

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Policy history:

Approved by:	Full Governing Board		Date: Advent Term 2025
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Linked policies and procedures:

Policy Name
Behaviour policy
Equality and cohesion policy
Child protection and safeguarding policy
Children and Young people unable to attend school because of health policy
Low-level concerns policy
Home school agreement
Looked after children policy
Medical policy

1. Philosophy, Principles and Parameters

Each pupil in our care has God given gifts and talents and by having high attendance levels pupils can develop their gifts and talents to the fullest.

“And let us consider how we may spur one another on toward love and good deeds, not giving up meeting together, as some are in the habit of doing, but encouraging one another—and all the more as you see the day approaching.”

Hebrews 10:24

High levels of attendance to school are associated with benefits in the development of children:

- Safety and wellbeing and the access to the support of staff with these matters.
- Development of friendships with peers and supportive relationships with adults.
- Higher levels of achievement leading to access to further education, university, apprenticeships and careers.

To support high levels of attendance school will ensure all pupils are welcomed and supported through our culture, policies, and practices. Leaders will ensure St Paul's is a school where pupils want to attend. School will make reasonable adjustment for pupils with SEND or medical needs affecting attendance.

School values the opportunity to work in partnership with pupils, parents/carers with regards to attendance. School will seek the involvement of other agencies as appropriate to support pupils to have high levels of attendance.

2. Legislation and guidance

This policy is informed by the statutory requirements of [working together to improve school attendance](#) published by the Department for Education (DfE) and refers to the DfE's statutory guidance for parents on school attendance: [Resources for families](#). 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](#)
- It also refers to:
- [School census guidance](#)
- [Keeping Children Safe in Education](#)
- [Mental health issues affecting a pupil's attendance: guidance for schools](#)

Section 7 of The Education Act of 1996 requires parents/carers to ensure that their child receives efficient, full-time education, either by regular attendance or otherwise. The education provided should be suitable to the age, ability and aptitude of the child and also support any special education need which they may have.

Ensuring children's regular attendance at school is a parent/carers legal responsibility and permitting absence from school without very good reason creates an offence in law.

3. Roles and responsibilities

3.1 The governing board

The governing board is responsible for:

- Promoting the importance of school attendance across the school's policies and ethos
- 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

3.2 The headteacher

The headteacher is responsible for:

- 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
- Reviewing and authorising, or not, requests for leave of absence

3.3 The Senior Attendance Champions Senior Attendance Champions Mr Paul Knight (Designated Safeguarding Lead) and Mr Sam Reynolds (Pastoral Manager).

The Senior Attendance Champions will:

- Lead attendance across the school
- Offer a clear vision for attendance improvement
- Report to the Head Teacher/ Leadership Group on attendance issues
- Evaluate and monitor expectations and processes
- Analyse attendance data and provide middle leaders and other staff appropriate data as needed so that there is support and challenge for pupils
- Use data to evaluate the impact of interventions to improve attendance
- Benchmark school attendance data against national and local patterns and trends
- Provide information to parents/carers about their child's attendance
- Provide CPD for all school staff to support pupil attendance
- Devise specific strategies to address areas of poor attendance identified
- Build relationships with parents/carers to discuss and tackle attendance issues
- Create intervention and reintegration plans in partnership with pupils and their parents/carers
- Deliver targeted intervention and support to pupils and families
- Monitor attendance of pupils who are dual rolled when their attendance is redirected to alternative provision

3.4 Chaplaincy & Pastoral Leaders in liaison with Year Leaders

Chaplaincy & Pastoral Leaders will:

- Regularly monitor and analyse attendance data, intervening in accordance with the whole school thresholds for absence
- Benchmark attendance data to identify areas of focus for improvement
- Follow-up immediately any unexplained pupil absence
- Work alongside form tutors and class teachers to promote good attendance

- Work alongside the designated senior leaders responsible for attendance when pupils are identified as persistently and severely absent.
- Work in partnership with parents/carers and wider agencies if necessary
- Provide information to parents/carers about their child's attendance
- Work with their faculty administrator to ensure effective communication
- Support pupils who have experienced high levels of absence to reintegrate back socially and academically
- Liaise with the designated senior leaders to discuss pupils with complex attendance issues

3.5 Tutors and mentors

Tutors and co-tutors will:

- Complete registers accurately, using the correct codes, within 5 minutes of the start of the day
- Notify their faculty administration where there is a problem in taking a register
- Inform Chaplaincy & Pastoral Leaders and Year Leaders of attendance concerns
- Work alongside their Chaplaincy & Pastoral Leaders and Year Leaders where there are concerns regarding a pupil's punctuality to school
- Support pupils who have experienced high levels of absence to reintegrate back socially and academically
- Work in partnership with parents/carers to raise concerns about attendance or punctuality

Mentors will:

- Work in partnership with parents/carers to support good levels of attendance
- Articulate for the mentee and their parents/carers the school's expectations surrounding attendance
- Raise concerns about attendance or punctuality with parents/carers

3.6 Class teachers

Class teachers will:

- Complete registers accurately, using the correct codes, within 5 minutes of the start of lesson
- Notify their faculty administration where there is a problem in taking a register
- Make on call staff aware if a pupil is marked present but does not arrive at their scheduled lesson
- Inform Chaplaincy & Pastoral Leaders and Year Leaders of attendance concerns
- Work alongside their Heads of Department where there are concerns regarding a pupil's punctuality to lessons
- Support pupils who have experienced high levels of absence to reintegrate back socially and academically

3.7 Administration staff

Administration staff will:

- Produce absence correspondence in liaison with Designated Senior Leaders for attendance, Chaplaincy & Pastoral Leaders, and Year Leaders
- Produce reply letters to requests for leave of absence
- Ensure messages regarding attendance and absence are passed on to form tutors, Chaplaincy & Pastoral Leaders, and Year Leaders
- Identify and inform staff where marks are missing or registers incomplete
- Enter attendance marks centrally when necessary

- Enter notes onto ClassCharts for known absences

3.8 Parents/carers

Parents/carers will:

- Understand their legal duty to ensure their child attends school regularly
- Work in partnership with the school to support regular attendance, making sure their child attends every session on time
- Call the school to report the absence of their child by 8.30am each morning giving the reason and, if possible, the likely duration of the absence.
- Notify the school of each day of absence
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child e.g. medical, dental are made outside of the school day
- Notify school if there is a problem that may lead to the longer-term absence of their child
- Wherever possible raise with the school any requests for a leave of absence for their child well in advance e.g. 4 school weeks
- If requested, provide promptly e.g. 5 working days medical evidence to enable the school to authorise their child's absence

3.9 Pupils

Pupils will:

- Attend school and all timetabled lessons
- Be punctual to school and be fully prepared for the school day
- Be punctual for every timetabled lesson
- Register with their tutor group each morning
- Inform their Form Tutor, Chaplaincy & Pastoral Leader or Year Leader if there is a problem that may lead to absences
- Following a period of absence, speak to their class teacher to identify areas of the curriculum which have been missed

4. Recording attendance

4.1 Attendance register

The school will keep an attendance register and place all pupils onto this register.

Pupils are expected to be on site each day no later than 08:50. School will mark the attendance register at the start of the first session of each school day and once during the second session. It will mark whether every pupil is (see **Appendix 2** for attendance codes):

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

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

We will preserve every entry on the attendance register for 6 years after the date on which the entry was made. The register will only be routinely amended where the reason for absence cannot be established at the time it is taken.

4.2 Unplanned absence

Unplanned absences may be due to sickness or other exceptional circumstances.

Parents/carers must notify the school of the reason for the absence on the first day of an unplanned absence by 8.30am or as soon as possible by calling the school. Parents/carers should notify the school on each day of absence.

Where the absence is longer than 7 consecutive days or there are doubts about the authenticity of the absence, the school will ask parents/carers to provide evidence e.g. a doctor's note, prescription, appointment card or other appropriate form of evidence.

If the school is not satisfied with the authenticity of the reasons given for absence, the absence will be recorded as unauthorised and parents/carers will be notified of this. The school will always seek to work in partnership with parents/carers and wider agencies when there is a concern regarding the authenticity of reasons for absence.

4.3 Planned absence

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

The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible. School will not authorise absence for term time holidays.

4.4 Lateness and punctuality

- A pupil who arrives late to school before the register has closed at 09:20 will be marked as late (code L)
- A pupil who arrives late to school after the register has closed will be marked as unauthorised (code U)
- School has high expectations of punctuality and will monitor the punctuality of pupils to school and to lessons and intervene as needed
- School will implement sanctions for pupils who are late for school without good cause
- School will implement sanctions for pupils who are persistently late to lessons
- School will work in partnership with pupils and parents/carers to understand the barriers affecting punctuality and will seek to support the pupil to improve their punctuality

4.5 Following up unexplained absence

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

- Inform the pupil's parent/carer on the morning of the first day of unexplained absence and ask the parent/carer to provide the reason for the absence
- Call home to parents/carers if we do not receive confirmation of absence. If we are unable to contact parents/carers then the school will contact all emergency contacts

- Identify whether the absence is approved or not using the correct attendance code (**Appendix 3**). This will be no later than 5 working days after the missed session to ensure effective safeguarding action is taken where necessary
- Call the parent/carer on each day if the absence continues without explanation
- If the school has concerns regarding a pupil's attendance and their safety, the Designated Safeguarding Lead/Deputy Designated Safeguarding Lead will be informed
- Designated Safeguarding Lead/Deputy Designated Safeguarding Lead will put in place urgent action an appropriate, including the consultation and reporting to other agencies if deemed necessary to safeguard a child
- Inform the Social Worker of Youth Offending Team worker, if a pupil has one, of any unexplained absence

5. Approval for term-time absence

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

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

Any request should be submitted as soon as it is anticipated and, where possible, at least four weeks before the absence, and in accordance with any leave of absence request form, accessible via the school website. The headteacher may require further evidence to support any request for leave of absence.

Authorised absences include (see **Appendix 1** for definitions):

- Illness
- Medical/dental appointments
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents/carers belong. If necessary, the school will seek advice from the parents'/carers' 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
- Fixed term exclusion
- Study leave
- Other authorised circumstances e.g. weddings, funerals, national level sporting competition or arts performance, immediate family emergency, part time timetable, reintegration package, attending an interview

6. Persistent and Severe Absence

If a pupils attendance falls below 90% (trending towards 12-18 days absence in an academic year) then the pupil will be categorised as Persistently Absent. If a pupil continues to not attend school and their attendance falls below 50% (trending

towards 95+ days absence in an academic year), then the pupil will be categorised as severely absent. The school will regularly monitor attendance data to identify patterns of persistent and severe absence, working in partnership with parents/carers to promote good attendance.

The school will inform pupils and parents/carers who are at risk or persistent or severe absence throughout the academic year by:

- Arranging regular meetings with the pupil regarding their attendance
- Informing parents/carers of their child's attendance and if their child is at risk of persistent or severe absence (see **appendix 4**):
- Arranging meetings with parents/carer to discuss their child's attendance and to identify suitable interventions to improve attendance:

To support a pupil who faces persistent or severe absence, the school will explore suitable support packages which may include interventions as set out in **Appendix 5**.

School will share information and work collaboratively with the Local Authority and other partners where persistent or severe absence is a concern.

School will provide the Local Authority with the names and addresses of pupils of compulsory school age who:

- Fail to attend school regularly
- Have been absent without authorisation for 10 consecutive school days
- Have missed, or are expected to miss, 15 cumulative school days due to illness (code I)

7. Legal sanctions

The school or local authority can fine parents/carers for the unauthorised absence of their child from school, where the child is of compulsory school age. If issued with a fine, or penalty notice, each parent/carer must pay £80 within 28 days or £160 within 28 days. If a second penalty notice is issued within three years of the first, there is a flat rate of £160. No more than two penalty notices can be issued within a three-year period. An alternative route of prosecution would be considered should fixed penalty notices have not resulted in improvements to attendance. Payment of fixed penalty notices must be made directly to the local authority. Penalty notices can be issued by the local authority officer.

The decision on whether to issue a penalty notice may consider:

- The number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where an excluded pupil is found in a public place during school hours without a justifiable reason

If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

8. Deletions from register

In accordance with the Education (Pupil Registration) (England) Regulations 2006, pupils will only be deleted from the register when one of the following circumstances applies:

- The school is replaced by another school on a School Attendance Order
- The School Attendance Order is revoked by the local authority
- The pupil has ceased to be of compulsory school age
- Permanent exclusion has occurred, and procedures have been completed
- Death of a pupil
- Transfer between schools
- When a parent informs the school in writing that the pupil is to be withdrawn to be educated outside the school system – Elected Home Education.
- Pupil withdrawn to be educated outside the school system
- Failure to return from an extended holiday after both the school and the local authority have tried to locate the pupil
- A medical condition prevents their attendance and return to the school before ending compulsory school-age
- In custody for more than four months (in discussion with The Youth Offending Team)
- 20 days of continuous unauthorised absence and both the local authority and school have tried to locate the pupil.
- Left the school but not known where he/she has gone after both the school and the local authority have tried to locate the pupil

Appendices

Appendix 1 - Definitions

At risk of persistent absence (PA)	Trending towards 12-18 days absence in an academic year.
At risk of severe absence (SA)	Trending towards 38 - 94 days absence in an academic year.
Authorised absence	Absence authorised by the school.
EWO	Educational Welfare Officer – the named person at the LA responsible for school attendance.
FPN	Fixed Penalty Notice – a fine that can be issued to parents/carers where their child's is severely absent and other measures have not worked at improving attendance.
Good attendance	Trending towards no more than 6 days of absence in an academic year. Or Adapted high expectations where children experience challenges with their health or other life events impact attendance.
Holiday absence	It is not possible for school to authorise absence for the purposes of term time holidays.
Late to lessons	Pupils will be marked as late to their lesson if they arrive after the lesson has started.

Late to school	Pupils are expected to be on site each day no later than 08:50. When they arrive at school between 08:50 and 09:20 they will be recorded as late. When arriving after 09:20 they will be recorded as having arrived after the register has closed.
Leave of absence	Leaves of absence for exceptional circumstances e.g. funerals, weddings can be granted by the headteacher in advance of the absence.
LA	Local Authority (Milton Keynes Council).
PACE	Police And Criminal Evidence. Where a pupil is severely absent, and other measures have not worked, the LA EWO will meet with the parents/carers before considering legal action that could result in a range of sanctions.
Parent/carer	Anyone who has parental responsibility or who has care of a child.
Persistent absence (PA)	Trending towards 19 or more days absence in an academic year.
Pupil	Any person on school roll in years 7-13.
Sessions	There is an AM and PM session with attendance recorded during morning registration and in the lesson after lunch.
Severe absence (SA)	Trending towards 95 or more days absence in an academic year.
Unauthorised absence	Absence not authorised by the school.

Appendix 2 - Levels of attendance

	Days absent trend	Weekly absence	%	Impact on pupil
Good attendance	6 or fewer	1 hour a week	97%+	In school to access learning and support to maintain or exceed expected progress.
At risk of persistent absence (PA)	12-18	Half a day a week	91% - 94%	Starting to struggle to keep up with peers due to missed learning.
Persistent absence (PA)	19+	One day a week	80% - 90%	Significant learning gaps starting to form and even with extra support will struggle to progress as expected.
At risk of severe absence (SA)	38-94	Two days a week	50% - 80%	Attendance to school is a significant barrier to academic progress and personal development. Relationships with staff and peers in school are increasingly difficult to maintain.
Severe absence (SA)	95+	Two and half days a week	50% or less	Attendance to school is a very significant barrier to academic progress and personal development. Relationships with staff and peers in school are breaking down. The pupil may start to feel isolated or despondent.

Appendix 3 - Attendance Codes

- The following codes are taken from the DfE's guidance on school attendance.

Present		
Code	Definition	Scenario
I	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late after 08:50 before register has closes at 09:20
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
K	Off-site educational activity organised by the LA	Pupil is at a supervised off-site educational activity organised by the Local Authority
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Authorised absence		
Code	Definition	Scenario
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances e.g. weddings, funerals, national level sporting competition or arts performance, immediate family emergency, reintegration package
C1	Authorised leave of absence	Pupil is participating in a regulated performance or undertaking regulated employment abroad
C2	Authorised leave of absence	Pupil is of compulsory school age and is subject to a part-time timetable
E	Excluded	Pupil has been suspended or excluded but no alternative provision has been made.

I	Illness	School has been notified that a pupil will be absent due to illness. Beyond 5 consecutive days or 18 days total across the previous 12 months, school may request medical evidence e.g. doctors letter, prescription, appointment card to be able to authorise further absence due to illness.
J1	Interview	Pupil has an interview with a prospective employer or educational establishment
M	Medical/dental appointment	School has been notified that a pupil is at a medical or dental appointment. School may request evidence of appointments.
R	Religious observance	Pupil is taking part in a day of religious observance.
S	Study leave	Year 11, 12 or 13 pupils on study leave during their examinations.
T	Parent travelling for occupational purposes	The pupil is a mobile child, and their parents/carers are travelling during their trade or business and the pupil is travelling with them.

Unauthorised absence		
Code	Definition	Scenario
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school.
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended within 5 working days when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time).
O	Unauthorised absence	School is not satisfied with reason for pupil's absence.
U	Arrival after registration	Pupil arrived at school after the register closed at 09.20.

Other codes		
Code	Definition	Scenario
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Q	Lack of access arrangements	The pupil is unable to attend the school because the LA has a duty to make access arrangements to enable the pupil's attendance at school and has failed to do so.
Y1	Unable to attend due to exceptional circumstances	The pupil is unable to attend because the school is not within walking distance of their home (3 miles) and the transport to and from the school that is normally provided for the pupil by the school or LA is not available.

Y2	Unable to attend due to exceptional circumstances	The pupil is unable to attend the school because of widespread disruption to travel caused by a local, national, or international emergency.
Y3	Unable to attend due to exceptional circumstances	Part of the school premises is unavoidably out of use and the pupil is one of those that the school considers cannot practically be accommodated in those parts of the premises that remain in use.
Y4	Unable to attend due to exceptional circumstances	Where a school was planned to be open for a session, but the school is closed unexpectedly (e.g. due to adverse weather), the attendance register is not taken as usual because there is no school session.
Y5	Unable to attend due to exceptional circumstances	The pupil is unable to attend the school because they are: in police detention, remanded to youth detention, awaiting trial or sentencing, or detained under a sentence of detention.
Y6	Unable to attend due to exceptional circumstances	The pupil's travel to or attendance at the school would be contrary to any guidance relating to the incidence or transmission of infection or disease published by the Secretary of State for Health and Social Care or prohibited by any legislation relating to the incidence or transmission of infection or disease.
Y7	Unable to attend due to exceptional circumstances	An unavoidable cause, that is not covered by one of the other 'unable to attend' codes detailed above, is preventing the pupil from attending the school. The reason for non-attendance must be recorded.
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

Appendix 4 – Attendance correspondence

School will work in partnership and communicate regularly with parents/carers and other agencies.

Correspondence	Trigger	Purpose
At risk of PA (threshold one)	Pupil's attendance is trending towards 12-18 days absence in an academic year.	Maintain partnership work with parents/carers by alerting them to the increased absence level of their child. Ensure parents/carers are aware they can request and access support from school regarding their child's attendance.
At risk of SA (threshold three)	Pupil has had between 38 - 94 days absence in the previous 12 months.	Ensure parents/carers are aware of their legal duty they have for their child to attend school. Further explore any barriers to attendance so appropriate support can be put in place. Ensure school is meeting its duty to safeguard the pupil.

Bespoke correspondence for pupils at risk of SA or who are SA	Contextual triggers and professional judgment applied for pupils who have been absent for 38 or more days in the previous 12 months.	Ensure parents/carers are aware of their legal duty they have for their child to attend school. Work in partnership with parents/carers and other agencies to support the pupils to improve their levels of attendance and to ensure appropriate measures are taken to fulfil the school's safeguarding duties.
Fixed Penalty Notice referral	Pupil's absence is severe and other measures have been ineffective at improving attendance.	Informing parents that school is referring the case to the LA EWO to issue a Fixed Penalty Notice.
Fixed Penalty Notice warning	Pupil's absence is severe and other measures have been ineffective at improving attendance.	Inform parents/carers that if their child's attendance does not improve school will be obliged to refer them to LA EWO to be issued a Fixed Penalty Notice.
Leave of absence response	A parent/carer has applied for a leave of absence	School will inform parents/carers whether the leave of absence is able to be authorised or not.
Medical evidence request	A pupil has been absent due to sickness for 5 consecutive days or for 18 days total across the previous 12 months.	To ensure school robustly challenges the reason for sickness absence so that pupils can attend school as regularly as possible. School is seeking to gather further advice and guidance from medical practitioners on how best to support pupils
PA (threshold two)	Pupil's attendance is trending towards 19 or more days absence in an academic year.	Maintain partnership work with parents/carers and alert them that their child's absence is now classed as persistent. Contextualise the impact of this persistent absence on progress and learning. Offer the support of the school and seek support from parents/carers to improve their child's attendance.
PACE referral	Pupil's absence is severe and other measures have been ineffective at improving attendance.	Informing parents that school is referring the case to the Local Authority (LA) Educational Welfare Officer (EWO). The LA EWO will then consider legal action that could result in a range of sanctions.
Persistently late to school	A pupil is persistently late to school e.g. 5 times in the previous 6 weeks.	School is making parents/carers aware of persistent lateness and the impact this has on their child's education. School is seeking the support of parents/carers to ensure their child attends school punctually.
Pre-PACE warning	Pupil's absence is severe and other measures have been ineffective at improving attendance.	Inform parents/carers that if their child's attendance does not improve school will be obliged to refer them to attend a PACE interview with the Local Authority (LA) Educational Welfare Officer (EWO).
Progress checks	As per the assessment calendar parents/carers and pupils are updated with progress. This	To keep good levels of school attendance as a high priority for all and to promote the association between good levels of attendance and academic progress.

	includes reporting on % attendance.	
Request for consent to contact medical practitioner	A pupil has a long term or chronic health need.	School is seeking to work in partnership with health practitioners to best support the pupil and to ensure accurate coding on the attendance register.
Termly attendance	At the end of each term all parents/carers are updated on the attendance of their child benchmarked against school expectations and the attendance of the cohort.	Maintain partnership work with parents/carers and ensure all have access to up-to-date attendance information. To keep good levels of school attendance as a high priority for all and to contextualise % attendance figures.
Unexplained absence	There is an N code marked for a session in the previous week.	Ensure correct attendance codes are used for pupils and that any N codes are amended within 5 working days.

Appendix 5 – Intervening to improve attendance

School will always look to provide support and intervention for pupils and parents/carers so that where attendance is a concern, it can improve. This list is not exhaustive, and school will always look to enhance and develop the range of intervention and support that can be put in place.

Attendance contract
CAMHS referral
Celebrate improved attendance
Change of timetable
Contact home (C&PL or YL)
Contact home (HoF)
Contact home (tutor)
Detentions
EAL department support
EBSA programme
Home visit
Incentives for improved attendance
Letter ('at risk' of PA)
Letter (PA)
MARF
Managed move
Medical evidence requested
MHST referral
Online tutoring
Parental agreement
Parental meeting
Part time transition timetables

Punctuality report
Push/pull factors affecting attendance
Referral to Alternative Provision
Referral to DSL
Referral to Emmaus department
Referral to LA - FPN
Referral to LA - PACE meeting
Referral to LA – medical team
Referral to LA – specialist teaching team
School nurse support

Appendix 6 – Unplanned absence processes

When a parent/carer informs school of an unplanned absence		
Step	Who is responsible?	Actions
1	Faculty Administrator	Listens to the absence call line
2	Faculty Administrator	Check whether pupils for whom an unplanned absence has been reported have breached unplanned absence thresholds.
3	Faculty Administrator	Input attendance codes to register for pupils not in breach of unplanned absence thresholds.
4	Faculty Administrator	Refer to pastoral teams any pupils whose parents/carers have reported them absent who have breached unplanned absence thresholds for further guidance.
5	Chaplaincy & Pastoral Leader	Investigate absence of any pupils referred to them by making a phone call to their parents/carers. Encourage school attendance today and then enter a register code as appropriate. Seek guidance from designated attendance leaders as needed.

When there is an unexplained absence		
Step	Who is responsible?	Actions
1	Faculty Administrator	After the register closes at 09:20 run a report on the attendance register to identify any unexplained absences for the day (code N).
2	Faculty Administrator	Cross reference N codes at registration with attendance to period 1 and raise queries with C&PL.
3	Chaplaincy & Pastoral Leader	Confirm the attendance in school of any pupils raised as queries by the FA.
4	Faculty Administrator	Contact parents/carers via email and text message to inform them their child is absent from school without explanation.
5	Faculty Administrator	Share list of pupils absent without explanation with pastoral teams.
6	Chaplaincy & Pastoral Leader	C&PL uses their contextual knowledge of the pupils regarding their attendance record and safeguarding

		concerns and prioritises making phone calls home as capacity allows.
7	Chaplaincy & Pastoral Leader	Where the C&PL can speak with the parent/carer they will investigate reason for absence and encourage school attendance today and then enter a register code as appropriate. Seek guidance from designated attendance leaders as needed.
8	Chaplaincy & Pastoral Leader	Where the C&PL cannot speak with the parent/carer and there are significant attendance or safeguarding concerns they should refer this to the DSL or DDSLs.
9	Designated Safeguarding Lead and Deputy Designated Safeguarding Lead	DSL and DDSLs to act as appropriate including informing other agencies as necessary.