BISHOP SCHOOL GRAMMAR SCHOOL

Attendance and Punctuality

Review prepared by:	Deputy Head Teacher
Review date/by whom	June 2026 (Learning and Teaching Committee)
School's next review date/by whom:	July 2027
Signed by Chair of the Governing Board	

1. Aims

This policy aims to set out our commitment to achieve high levels of attendance and punctuality for every child, regardless of their background. It sets out high expectations for school attendance, as laid out in the Department for Education's (DfE's) statuary guidance.

Specifically, this policy aims to:

- Outline our expectations for attendance and punctuality for all students.
- Outline the benefits of good attendance at school.
- Outline who has responsibilities for attendance
- Identify how we will monitor attendance and follow up on absence.
- How Bishop Vesey's will respond to patterns of poor attendance and punctuality.
- Outline how Bishop Vesey's will support students and families to achieve high levels of attendance and reduce levels of persistent and severe absenteeism.

We expect all students including those categorised as Disadvantaged or SEND (referred to as Vulnerable throughout) to achieve at least 97% attendance. We recognise that for some this may be a challenging target; therefore, we will provide additional support to students and their families to encourage excellent attendance. Our aim is to ensure that we reduce any gaps between vulnerable and non-vulnerable attendance figures.

Helping to create a pattern of regular attendance is everybody's responsibility: parents and carers, students and all members of the school staff. It is the responsibility of the School to record attendance and follow up absence.

Attendance during one school year	Equals this number of days absent	Which is approximately this many weeks absent	Which means this number of lessons missed
95%	9 days	2 weeks	51 lessons
90%	19 days	4 weeks	102 lessons
85%	29 days	6 weeks	153 lessons

2. Legislation and Guidance

This policy meets refers to guidance in 'Working together to improve school attendance' from the Department for Education (DfE). This document draws from a variety of legislation that set out the legal powers and duties that govern school attendance. These include:

- 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 (Student Registration) (England) Regulations 2006 (and 2010, 2011, 2013 and 2016 amendments)
- The School Attendance (Student Registration) (England) Regulations 2024
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013

This policy also refers to:

- School census guidance
- Keeping Children Safe in Education (DfE statuary guidance)
- Mental Health issues affecting a student's attendance: guidance for schools.

3. Roles and Responsibilities

3.1 The governing body

The governing board is responsible for:

- Setting high expectations of all school leaders, staff, students and parents.
- Making sure school leaders fulfil expectations and statutory duties, including:
  - Making sure the school records attendance accurately in the register, and shares the required information with the DfE and local authority.
  - Making sure the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific students, where appropriate.
- Recognising and promoting the importance of school attendance across the school's policies and ethos.
- Making sure the school's attendance management processes are delivered effectively, and that consistent support is provided for students who need it most by prioritising staff and resources.
- Making sure the school has high aspirations for all students, but adapts processes and support to students' individual needs.
- Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual students or cohorts who need it most.
- Working with school leaders to set goals or areas of focus for attendance and providing support and challenge.
- Monitoring attendance figures for the whole school and repeatedly evaluating the effectiveness of the school's processes and improvement efforts to make sure they are meeting students' needs.
- Where the school is struggling with attendance, working with school leaders to develop a comprehensive action plan to improve attendance.
- Making sure all staff receive adequate training on attendance as part of the regular continued professional development offer, so that staff understand:
  - The importance of good attendance.
  - That absence is almost always a symptom of wider issues.
  - The school's legal requirements for keeping registers.

    - The school's strategies and procedures for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific students, where appropriate.
- Making sure dedicated training is provided to staff with a specific attendance function in their role, including in interpreting and analysing attendance data.
- Holding the Headteacher and Deputy Headteacher responsible for attendance to account for the implementation of this policy.

3.2 The Headteacher

The Headteacher is responsible for:

- The 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 students.
- Monitoring the impact of any implemented attendance strategies.
- Issuing fixed-penalty notices, where necessary, and authorizing the Student Attendance manager to be able to do so.
- Working with the parents of students with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for students with SEND, including where school transport is regularly being missed, and where students with SEND face in-school barriers.
- Communicating with the local authority when a student with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the student's needs.
- Communicating the school's high expectations for attendance and punctuality regularly to students and parents through all available channels.

3.3 The Deputy Headteacher responsible for attendance

The Deputy Headteacher is responsible for:

- Leading, championing and improving attendance across the school.
- Setting a clear vision for improving and maintaining good attendance.
- Evaluating and monitoring expectations and processes.
- Having a strong grasp of absence data and oversight of absence data analysis.
- Regularly monitoring and evaluating progress in attendance.
- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff.
- Liaising with students, parents/carers and external agencies, where needed.
- Building close and productive relationships with parents to discuss and tackle attendance issues.
- Creating intervention or reintegration plans in partnership with students and their parents/carers.
- Delivering targeted intervention and support to students and families.

- Coordinate the celebration of good attendance by sharing the names of individuals and form groups with outstanding attendance.

The Deputy Headteacher responsible for attendance is Mr R Brocklebank and can be contacted via 0121 250 5400.

3.4 The Attendance Officer

The School Attendance Officer is responsible for:

- Maintaining an oversight of all registers from Year 7 to Year 13, with direct responsibility for the updating of Sixth Form registers.
- Update registers for educational visits and Sixth Form sports fixtures.
- Ensuring the register is updated with pre-planned and authorised absences.
- Following up on unexplained absences.
- Ensuring all parents are notified on a termly basis of their child's attendance.
- Monitoring and analysing attendance data.
- Benchmarking attendance data to identify areas of focus for improvement.
- Providing regular attendance reports to school staff and reporting concerns about attendance to the Deputy Headteacher responsible for attendance and the Headteacher.
- Work with parents and carers to tackle attendance concerns.
- Working with Heads of Year and the pastoral team to tackle persistent absenteeism.
- Making contact with Pupil Premium students on the first day of absence.
- Making contact with all parents of students on a second day of absence.
- Advising the Headteacher when to issue fixed-penalty notices.
- Completing home visits to help remove barriers to attendance.
- Write to parents to notify and recognise any student that has 100% attendance in a term.

The attendance officer can be contacted via 0121 250 5400 or via the email attendance@bishopveseys.bham.sch.uk

There is a specific email for Sixth Form Attendance: 6thformattendance@bishopveseys.bham.sch.uk

3.5 Main School Office

Main School Office staff will work in close collaboration with the Attendance Officer.

Main School Office staff are responsible for:

- Ensuring all registers are complete and accurate, with direct responsibility for updating registers of Year 7 to 11 students.
- Following up if students have missing marks or unexplained absence.

- Receive communication from parents regarding absence on a day-to-day basis and update the register accordingly.

3.6 Sixth Form Administrator

The Sixth Form Administrator will support attendance by updating the register when there are pre-planned, authorised absences. This will include authorised medical appointments, interviews, open days and driving tests.

3.7 Form Tutors and Classroom Teachers

Form tutors will ensure a register is completed during morning registration every day. This must be completed within the first 10 minutes of morning registration that starts at 8.45am. Classroom teachers will record lesson attendance every lesson. The period 5 register, starting at 2.05pm will act as the afternoon registration mark.

Form tutors and classroom teachers are responsible to ensure the accurate completion of registers in a timely fashion.

3.8 Heads of Year and the Senior Head of Year

Heads of Year, along with the Senior Head of Year are responsible for continually driving the importance of attendance within their year group.

Where attendance or punctuality concerns are identified, Heads of Year, along with the pastoral team are responsible for working with those students and their families to break down the barriers to poor attendance and punctuality.

3.9 Parents and Carers

Where this policy refers to a parent, it refers to the adult the school and/or local authority decides is most appropriate to work with, including:

- All natural parents, whether they are married or not
- All those who have parental responsibility for a child or young person
- Those who have day-to-day responsibility for the child (i.e. lives with and looks after them)

Parents are expected to:

- Make sure their child attends every day/timetabled session on time
- Use the school email, attendance@bishopveseys.bham.sch.uk to notify the school to report their child's absence before 8:00am on the day of the absence and each subsequent day of absence, and advise when they are expected to return or report absence.
- Provide the school with at least 2 emergency contact numbers for their child.

- Ensure that, where possible, appointments for their child are made outside of the school day and that a minimum time out of school is taken. This includes for co-curricular sessions.
- Submit evidence of medical appointments as required by the attendance officer and main school office staff.
- Avoid taking holidays in the school term or taking any other leave without first seeking authorisation.
- Monitor their child's attendance and punctuality using the Compass App.
- Keep to any attendance contracts that they make with the school and/or local authority.
- Seek support, where necessary, for maintaining good attendance, by contacting the Attendance Officer or their child's Head of Year.

3.10 Students

Students are expected to:

- Attend school every day and arrive on time (by 8.45am)
- Attend all timetabled lessons, including Co-Curricular sessions that take place between 3.15pm – 4.15pm every fortnight on a Thursday.
- If arriving late or leaving early for an agreed reason, ensure to sign in / sign out at main school office.

4. Recording Attendance

4.1 The Attendance Register

The School will keep an electronic attendance register and place all students onto this register. The attendance register will be taken at the start of form time of each school day, and at the start of Period 5. It will mark, using the appropriate national attendance and absence codes from the School Attendance (Student Registration) (England) Regulations 2024, whether every student is:

- Present;
- Late;
- Attending an approved off-site educational activity;
- Absent; or
- 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; and
- The name and position of the person who made the amendment.

Please refer to Appendix 1 for the attendance codes, in line with DfE guidance.

The School will also record:

- Whether the absence is authorised or not;
- The nature of the activity if a student is attending an approved educational activity; and
- The nature of circumstances where a student is unable to attend due to exceptional circumstances.

Every entry on the attendance register will be kept by the school in line with the student file retention procedures.

Students must arrive in their form room by 8.45am on each school day.

The register for the first session will be taken at 8.45am and kept open until 9.15am.

Should students arrive after 9.15am they are late (after registers close) and will be marked with a U code. This is an absence mark for the morning and counts against their attendance. Students turning up late after registers close without good reason will be sanctioned with a truancy detention of 60 minutes.

The register for the second session will be taken at 2.05pm and kept open until 2.35pm.

4.2 Unplanned absence

The student's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 8:00am or as soon as practically possible by emailing attendance@bishopveseys.bham.sch.uk. Alternatively, parents can report their child's absence by phoning the school on 0121 250 5400.

Follow up calls from the Attendance Officer or Main School Office should be expected if a student is absent from school, even if parents have notified the school of the absence. This is important to check on student's well-being and ascertain how quickly they are likely to be returning to school. Such calls will take place on day 1 for any Pupil Premium students and day 2 for any other student.

We will mark absence due to illness as authorised (see section 5) unless the school has a genuine concern about the authenticity of the illness.

Where the absence is longer than 5 days, or the authenticity of the illness is in doubt, the school will ask the student's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence is unauthorised and parents/carers will be notified.

Family emergencies and other unplanned absences are considered on a case-by-case basis. Families are encouraged to be honest about any reason for their child's absence.

4.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the student'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 student should be out of school for the minimum amount of time necessary. In the Sixth Form, students are allowed to request leave of absence themselves, so long as the appropriate evidence is provided.

For students that require to leave early for authorised medical or dental appointment, parents must give express permission to allow their child to be released early for safeguarding purposes. Parents may be asked for medical evidence of appointments. If collecting, parents should specify who is collecting and the time of collection.

The student's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. The Term Time Leave of Absence Request form can be found here and on our website. These absences should only be requested for exceptional circumstances. Go to section 5 to find out how to request a leave of absence for a pupil and which term-time absences the school can authorise.

4.4 Lateness and addressing concerns with punctuality

Students are expected to be on site by 8.40am and then into form rooms by 8.45am. Any students arriving after 8.45am to their form room is marked late.

Students arriving after 9.05am are expected to sign in at Main School Office.

Registers stay open until 9.15am. If a student arrives after 9.15am, they will be marked with a U code and will lose their morning attendance mark. This absence is unauthorised unless parents provide an adequate reason for the absence (see Section 5 – authorised and unauthorised absence).

Parents and students have a responsibility to ensure students turn up on time. Delays in public transport will not be accepted as permissible reasons for students being late, particularly if it is a frequent occurrence. Only on rare and exceptional circumstances will severe delays out of the control of the students mean we do not sanction students for being late.

Students are also expected to turn up to all lessons on time, and students can be given late marks if they turn up late to a lesson. Teachers will use their judgement when making a decision over lateness to lesson, allowing to transition time between lessons.

Student punctuality is monitored and data is used to inform conversations with students and parents about concerns over punctuality. The aim is to address any issues that might be a cause of punctuality problems before sanctions are issued. This is in line with the Birmingham 'support first' strategy.

Sanctions are given for late marks:

- 3 late marks within 1 week (include to morning registration and lessons) results in a 30 minute detention after school.
- Each subsequent late mark in the week adds 10 minutes to the detention, to a maximum of 60 minutes.

Students that are persistently late:

At each stage, the school will consider loss of lunchtime privileges (free social time), or in the case of Sixth Form students, loss of afternoon sign out privileges.

Stage 1 – Punctuality concern identified. A student gets 3 late detentions within a half term. A letter will go home to parents identifying a concern.

Stage 2 – Punctuality concern persists. A student gets 4 or more late detentions within a half term or a total of 6 or more within an academic year. Parents invited to attend a meeting at school with the Head of Year and/or the Attendance Officer.

Stage 3 – Punctuality concern continues to be a concern. A student gets 5 of more late detentions within a half term or 9 or more within an academic year. Parents invited to attend a meeting at school with Deputy Head (pastoral) and Attendance Officer.

4.5 Following up on unexplained absence

If a student is marked absent without reason or notification from parents, parents will receive a truancy text message, notifying them that their child has not turned up to school.

If there is not a swift reply, parents can expect a call from Main School Office or the Attendance Officer.

If the student is still unaccounted for, then school may complete a home visit.

If all the above measures are unsuccessful in determining where a student may be, the school may notify the police. In addition the Birmingham City Council Children Missing from Education (CME) team can be notified.

As a school, we are concerned about any child or young person who may be missing education because in addition to their educational development, their safety and well-being may be at risk.

The Birmingham City Council Children Missing from Education (CME) team works jointly with schools in respect of pupils on roll at school, who are absent from school and their whereabouts is unknown. This might be

- A child who is not at their last known address and
- Has 5 or more days of continuous absence from school without explanation, or
- Has left school suddenly and their destination is unknown. This policy does not cover those children not receiving education due to a family not taking up an offer of a school place from the School Admissions Service.

4.6 Home Visits

Home visits are an important tool used by schools to check on the welfare of students and encourage swift returns to school when students recover from illness.

If absence is unexplained and we are concerned about the welfare of a child, home visits may take place on the first day of absence, particularly if there is no response from a text message to parents.

If absence is explained and the student has not returned to school for 3rd day, the school may do a home visit to check on the welfare of the student.

4.7 Reporting to Parents and Carers

Parents are expected to monitor their child's attendance and punctuality using the Compass App.

The school will regularly notify parents and carers of their child's attendance via termly interim reports.

At any point, a parent can request an update on their child's attendance by contacting the attendance officer on attendance@bishopveseys.bham.sch.uk

4.8 Registering students for off-site activities

The responsibility of keeping the register for any off-site activity, including fixtures and educational visits lies with the lead member of staff running the activity.

Teaching staff should be informed if the activity involves missing any regular lessons.

A register must be complete to ensure all students are accounted for.

4.9 Sixth Form Attendance

If a Sixth Former has no timetabled lessons for period 4 and 5, they are allowed to sign out for home study at the end of Period 3. If they have no timetabled lessons period 5, they are allowed to sign out at the end of period 4.

Home study privileges can be revoked at any stage based on academic commitment/attainment of a specific student. A student who has their home study privileges revoked will be officially timetabled in a Sixth Form study room.

If Sixth Form students have afternoon lessons, they must stay on site throughout the day, until those lessons are complete.

Whenever, a Sixth Former leaves the site before the end of the school day, they are required to 'scan out' using the ID card system.

Should a Sixth Form student have an admissions exam for university, they can apply for study leave for the morning of an afternoon exam and the previous afternoon of a morning exam. In addition, should students wish to take leave of some lessons the day before a university interview or admissions test, they can request this from the Assistant Headteacher responsible for the Sixth Form. If this request is granted, those students must stay on site and will be directed to 'supervised study.'

Students involved in supporting other form groups, or other authorised activities such as supporting assemblies or charity events, students are responsible for ensuring they get their morning registration mark from their form tutor.

4.10 Sanctions for Sixth Formers who do not 'scan in' or 'scan out'

Failure to 'scan out' will result in an unauthorised absence

- First offence– students receive a warning and parents receive a phone call.
- Second offence - no home study period 5 for one week and parents receive a phone call.
- Third offence - no home study period for one month and parents are invited into school for a meeting with their child and their Head of Year.

5 Authorised and Unauthorised absence

5.1 Approval for term-time absence

The Headteacher will allow students to be absent from the school site for certain educational activities, or to attend other schools or settings.

The Headteacher will only grant a **leave of absence** to a student during term time if the request meets the specific circumstances set out in the 2024 school attendance regulations. These circumstances are:

- Taking part in a regulated performance, or regulated employment abroad.
- Attending an interview.
- Study leave.
- A temporary, time-limited part-time timetable.
- Exceptional circumstances.

We define 'exceptional circumstances' as a family emergency that cannot be helped.

A Family holiday is not an exceptional circumstance. The Headteacher cannot and will not authorise school (or other educational establishment) absence purely for the reason of a family holiday.

A leave of absence is granted at the Headteacher's discretion, including the length of time the student 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 by completing a leave of absence form, found here, as soon as it is anticipated and, where possible, at least two weeks before the absence. The Headteacher may require evidence to support any request for leave of absence. Allow us at a minimum of 5 days to process and consider leave of absence requests.

Other valid reasons for **authorised absence** include (but are not limited to):

- Illness (including mental-health 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 student's parent(s) belong(s). If necessary, the school will seek advice from the parent's religious body to confirm whether the day is set apart
- Traveller students 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 student is attending educational provision.
- If the student is currently suspended or excluded from school (and no alternative provision has been made)
- Other reasons the school may allow a student to be absent from the school site, which are not classified as absences, include (but are not limited to):
- Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school
- Attending another school at which the student is also registered (dual registration)
- Attending provision arranged by the local authority
- Attending work experience
- If there is any other unavoidable cause for the student not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the school premises are closed

A list of the DfE approved codes for authorising absence is included in Appendix 1.

5.2 Sanctions

We follow Birmingham City Council's guidance and 'support first' strategy.

This guidance is here.

Before sanctions are considered, we will identify attendance concerns and attempt to work with families to overcome barriers to a child attending school.

Stage 1 Attendance Concern

The school will write a letter home to parents if there is a concern with a student's attendance. This could be because:

- A student's attendance has dropped below 95% or below the school average for the time of the year.
- A student has one or more **unauthorised absences** (this could be for one session i.e. morning or afternoon).

Stage 2 Attendance Concern

The school will invite parents to a meet at school with the Head of Year and/or the Attendance Officer. The school will work with families to improve poor attendance. One or more of the following trigger a Stage 2 concern:

- Attendance dropping below 93%.
- Continued unauthorised absences following a stage 1 letter.
- Failure to improve attendance following a stage 1 letter.

Stage 3 Attendance Concern

At this stage the student is at risk of becoming a persistent absentee (a student with an attendance below 90%). The student is missing, on average, 1 day or more every 2 weeks.

Parents are invited to attend a meeting at school with the Deputy Headteacher (pastoral) and the Attendance Officer.

One of more of the following triggers a stage 3 concern:

- Attendance dropping below 90%.
- Continue unauthorised absences, following a stage 1 letter or stage 2 meeting.
- Extended periods of absence, even if the absences are authorised.

If support does not improve attendance, our school will make use of the full range of potential sanctions, including, but not limited to, those listed below, to tackle poor attendance. Decisions will be made on an individual, case-by-case basis.

Penalty notices

The Headteacher (or someone authorised by them), local authority or the police can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a penalty notice.

If the school issues a penalty notice, it will check with the local authority before doing so, and send it a copy of any penalty notice issued.

Before issuing a penalty notice, the school will consider the individual case, including:

- Whether the national threshold for considering a penalty notice has been met (10 sessions, equating to 5 school days, of unauthorised absence in a rolling period of 10 school weeks).
- Whether a penalty notice is the best available tool to improve attendance for that student.
- Whether further support, a notice to improve or another legal intervention would be a more appropriate solution.
- Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate.

Each parent who is liable for the student's offence(s) can be issued with a penalty notice, but this will usually only be the parent/parents who allowed the absence.

The payment must be made directly to the local authority, regardless of who issues the notice. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

If issued with a first penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days.

If a second penalty notice is issued to the same parent in respect of the same student, the parent must pay £160 if paid within 28 days.

A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead.

A penalty notice may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the school has notified the parents that the student must not be present in a public place on that day). These penalty notices are not included in the National Framework, not subject to the same considerations about support being provided, and do not count towards the limit as part of the escalation process.

In these cases, the parent must pay £60 within 21 days, or £120.

Notices to improve

If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, the school may offer a notice to improve to give parents a final chance to engage with support.

Notices to improve will be issued in line with processes set out in the local code of conduct for the local authority area in which the student attends school.

They will include:

- Details of the student's attendance record and of the offences.

- The benefits of regular attendance and the duty of parents under section 7 of the Education Act 1996.
- Details of the support provided so far.
- Opportunities for further support, or to access previously provided support that was not engaged with.
- A clear warning that a penalty notice may be issued if attendance doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis.
- A clear timeframe of between 3 and 6 weeks for the improvement period.
- The grounds on which a penalty notice may be issued before the end of the improvement period.

6. Strategies to improve attendance

Good school attendance is promoted in several ways:

- Praise from Form Tutors and class teachers every day for good attendance.
- Heads of Year to praise and promote good attendance through assemblies and Year rewards systems.
- Celebrations and rewards for the 100% attenders each term in Head of Year celebration assemblies.
- Letters to parents of those students who have improved their attendance over a certain period of time.
- One to one praise for students overcoming barriers in order to attend school and/or improve attendance.
- Discussion of students with attendance concerns at strategic inclusion meetings.

7. Strategies to support students returning from a period of absence

More information on how students will be supported can be found in our SEND Policy and our Medical Needs Policy.

Not all strategies listed below may be utilised and the examples below are not exhaustive.

7.1 Students returning after an extended period of absence

- Head of Year to discuss return to school with parent and student.
- Classroom teachers offer guidance on catch up of missed work.
- Regular check-in by Head of Year and monitoring by Form Tutor and Attendance Officer.

7.2 Students absent due to complex barriers to attendance

- Motivational meeting with the Head of Year or Attendance Officer.

- Barriers to attendance identified and action plan put into place.
- Referral to external agency if needed.
- Internal target setting.
- Medical evidence required for future absences
- Parent Attendance contract to be discussed and signed.
- Altered school day (start/end of day or altered break/lunch). This must be temporary and phased out in a timely manner.
- Altered curriculum if appropriate.
- Advice taken from the Local Authority on how to support both school and the family of the child.
- If necessary, a referral to the Local Authority for irregular attendance to be made as a last resort of all options.

7.3 Students absent due to mental or physical ill health or SEND

- Class teachers to discuss catching up missed work with student
- Altered curriculum where appropriate
- Altered school day (start/end of day or altered break/lunch). This must be temporary and phased out in a timely manner
- Special Educational Needs Coordinator (SENCO) observation to identify potential unmet need.
- Access to support through the Learning Mentor team.
- Meeting with Head of Year / SENCO / Attendance Officer
- Signpost students to self-help resources
- Refer to other appropriate agencies as needed
- Where a student has an education health and care (EHC) plan and their attendance falls, or the school becomes aware of barriers to attendance that related to the student's needs, the school will inform the local authority.

8. Attendance Monitoring

8.1 Monitoring attendance

The school will:

- Monitor attendance and absence data (including punctuality) half-termly, termly, and yearly, across the school and at an individual student level, year group and cohort level.
- Identify whether or not there are particular groups of children whose absences may be a cause for concern.

Absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will benchmark its attendance data at whole school, year group and cohort level against local, regional, and national levels to identify areas of focus for improvement, and share this with the governing board.

8.2 Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify students or cohorts that need additional support with their attendance;
- Identify students whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence;
- Conduct thorough analysis of half-termly, termly and full-year data to identify patterns and trends;
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns.

8.3 Using data to improve attendance

The school will:

- Develop targeted actions to address patterns of absence (of all severities) of individual students, groups or cohorts that it has identified via data analysis.
- Provide targeted support to the students it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence, and their families (see section 8.4 below).
- Provide regular attendance reports to Heads of Year, to facilitate discussions with students and families, and to the governing board and school leaders.
- Use data to discuss attendance concerns at Strategic Inclusion Meetings (which including SENCO, Designated Safeguarding Lead (DSL), Senior Head of Year and Pupil Premium lead)
- Use data to monitor and evaluate the impact of any interventions put in place to modify them and inform future strategies.
- Share information and work collaboratively with other schools in the area, local authorities and other partners where a student's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific students, where appropriate.

8.4 Reducing persistent and severe absence

Persistent absence is where a student misses 10% or more of school, and severe absence is where a student misses 50% or more of school. Reducing persistent and severe absence is central to the school's strategy for improving attendance.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence.
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education.

- Hold regular meetings with the parents/carers of students who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to:
    - Discuss attendance and engagement at school.
    - Listen, and understand barriers to attendance.
    - Explain the help that is available.
    - Explain the potential consequences of, and sanctions for, persistent and severe absence.
    - Review any existing actions or interventions.
- Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant.
- Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these students. In doing so, the school will sensitively consider some of the reasons for absence.
- Implement sanctions, where necessary (see section 5.2, above).
- Communicate with parents/carers to highlight when attendance is within, or approaching, the categories of persistent or severe absence.

9. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum every two years by the Deputy Headteacher (Pastoral) and the Attendance Officer. At every review, the policy will be reviewed and approved by the full Governing Board.

10. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding
- Behaviour Policy
- Medical Needs Policy
- SEND Policy

Appendix 1: Attendance Codes – Descriptions and Meanings

/	Present (AM)	Present
****	Present (PM)	Present
L	Late (before registers closed)	Present
B	Educated off site (NOT Dual registration)	Approved educational activity
K	LA arranged provision at a place other than a school	Approved educational activity

P	Approved sporting activity	Approved educational activity
V	Educational visit or trip	Approved educational activity
W	Work experience	Approved educational activity
C	Absent with leave (not covered by another appropriate code/description)	Authorised absence
C1	Absent due to participating in a regulated performance or regulated employment abroad	Authorised absence
C2	Part-time timetable	Authorised absence
E	Excluded (no alternative provision made)	Authorised absence
I	Illness (NOT medical or dental etc. appointments)	Authorised absence
J1	Interview	Authorised absence
M	Medical/Dental appointments	Authorised absence
R	Religious observance	Authorised absence
S	Study leave	Authorised absence
T	Traveller absence	Authorised absence
G	Family holiday (NOT agreed or days in excess of agreement)	Unauthorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
U	Late (after registers closed)	Unauthorised absence

D	Dual registration (i.e. pupil attending other establishment)	Not counted in possible attendances
Q	Lack of transport or boarding access arrangements arranged by LA	Not counted in possible attendances
X	Untimetabled sessions for non-compulsory school-age pupils	Not counted in possible attendances

Y1	Transport normally provided by LA or school not available	Not counted in possible attendances
Y2	Widespread disruption to travel due to local, national or international emergency	Not counted in possible attendances
Y3	School partially closed	Not counted in possible attendances
Y4	Whole school site unexpectantly closed	Not counted in possible attendances
Y5	Pupil in criminal justice detention	Not counted in possible attendances
Y6	Travel or attendance contrary to public health guidance or law on transmission of disease	Not counted in possible attendances
Y7	Unable to attend due to unavoidable cause	Not counted in possible attendances
Z	Pupil not yet on roll	Not counted in possible attendances
#	School closed to pupils (planned closure)	Not counted in possible

Key:

Present
Approved Education Activity (Present)
Authorised absence
Unauthorised absence
Not counted in possible attendances