Cross Keys Learning

# Attendance and Absence Policy

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| **Date of last review** | **24th February 2026** |
| **Reviewed by** | **Mark Beaman** |
| **Agreed by** | **SLT** |
| **Date** | **24th February 2026** |
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## Statement of intent

Cross Keys Learning believes that in order to facilitate teaching and learning, good attendance is essential. Students cannot achieve their full potential if they do not regularly attend school.

We understand that barriers to attendance are complex, and that some students find it harder than others to attend school; therefore, we will continue to prioritise cultivating a safe and supportive environment at school, as well as strong and trusting relationships with students and parents.

We take a whole-school approach to securing good attendance and recognise the impact that our efforts in other areas – such as the curriculum, behaviour standards, bullying, SEND support, pastoral support – can have on improving student attendance.

We are committed to:

- Promoting and modelling high attendance and its benefits.
- Ensuring equality and fairness for all.
- Intervening early and working with other agencies to ensure the health and safety of our students.
- Building strong relationships with families to overcome barriers to attendance.
- Working collaboratively with other schools in the area, as well as other agencies.
- Ensuring parents follow the framework set in section 7 of the Education Act 1996, which states that the parent of every child of compulsory school age shall cause them to receive efficient full-time education suitable to their age, ability and aptitude, and to any SEND they may have, either by regular attendance at school or otherwise.
- Ensuring our attendance policy is clear and easily understood by all staff, parents and students.
- Regularly monitoring and analysing attendance and absence data to identify students or cohorts that require more support.

The school's family liaison officer is Lisa Hudd and can be contacted via lisa.hudd@kms.kent.sch.uk. Staff, parents and students will be expected to contact the family liaison officer for queries or concerns about attendance.

# 1. Legal framework

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

- Education Act 1996 and 2002
- The Children Act 1989
- The Crime and Disorder Act 1998
- The Anti-Social Behaviour Act 2003
- The Sentencing Act 2020
- The School Attendance (Student Registration) (England) Regulations 2024
- The Education (Parenting Contracts and Parenting Orders) (England) Regulations 2007
- The Education (Penalty Notices) (England) Regulations 2007, as amended
- The Education (Information about Individual Students) (England) Regulations) 2013
- The Children and Young Persons Act 1933 and 1963
- Equality Act 2010
- DfE 'Working together to improve school attendance'
- DfE 'Children missing education'
- DfE 'Keeping children safe in education (KCSIE) 2025'
- DfE 'Providing remote education: guidance for schools'
- DfE 'Sharing daily Student attendance data'
- DfE 'Summary table of responsibilities for school attendance'

This policy operates in conjunction with the following school policies:

- Complaints Procedures Policy
- Children Missing from Education Policy
- Child Protection and Safeguarding Policy

- Behaviour Policy
- Special Educational Needs and Disabilities (SEND) Policy
- Social, Emotional and Mental Health (SEMH) Policy

## 2. Definitions

The following definitions apply for the purposes of this policy:

**Absence:**

- Arrival at school after the register has closed
- Not attending the registered school for any reason

**Authorised absence:**

- Code C1: Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad
- Code M: Leave of absence for the purpose of attending a medical or dental appointment
- Code J1: Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
- Code S: Leave of absence for the purpose of studying for a public examination
- Code X: Non-compulsory school age Student not required to attend school
- Code C2: Leave of absence for a compulsory school age Student subject to part-time timetable
- Code D: Dual registered at another school
- Code C: Leave of absence for exceptional circumstances
- Code T: Parent travelling for occupational purposes
- Code R: Religious observance
- Code I: Illness (not medical or dental appointment)
- Code E: Suspended or permanently excluded

**Unauthorised absence:**

- Code G: Holiday not granted by the school
- Code N: Reason for absence not yet established
- Code O: Absent in other or unknown circumstances
- Code U: Arrived in school after registration closed

**Persistent absence (PA):**

- Missing 10 percent or more of schooling across the year for any reason – equivalent to one day or more a fortnight across a full school year.

**Missing education:**

- Not registered at a school and not receiving suitable education in a setting other than a school

## 3. Roles and responsibilities

The governing board has overall responsibility for:

- Ensuring school leaders fulfil expectations and statutory duties including accurate maintenance of the attendance register and the sharing of information with the DfE and LA.
- Handling complaints regarding this policy as outlined in the school's Complaints Procedures Policy.

The headteacher is responsible for:

- Monitoring absence data and reporting it to the governors
- Appointing a member of the SLT (Inclusion manager) to oversee attendance.
- Promoting the importance of good attendance through the school's ethos and policies.
- Enabling attendance training for all relevant staff that is appropriate to their role.
- Working with the SLT to set goals for attendance and providing support and challenge around delivery against those goals.
- Ensuring that this policy, as written, does not discriminate on any grounds including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.

- Having regard to KCSIE when making arrangements to safeguard and promote the welfare of children.
- Ensuring there is a Children Missing Education Policy in place and that this is regularly reviewed and updated.
- Ensuring that every student has access to full-time education and will act as early as possible to address patterns of absence.
- Sharing information and working collaboratively with the LA by notifying them when a student's name is added to or removed from the school's admissions register outside standard transition times.
- Providing the LA with the names and addresses of students of compulsory school age who fail to attend school regularly, or who have been absent without authorisation for a continuous period of ten school days.
- Informing the LA of any student of compulsory school age who has been recorded as unwell and whom the school reasonably believes will miss 15 school days consecutively or cumulatively due to illness.

The inclusion manager is responsible for:

- Ensuring implementation of safeguarding processes relating to attendance
- The day-to-day implementation and management of this policy and all relevant procedures across the school.
- To be the SLT lead on attendance, liaising with the FLO to ensure all attendance processes are followed
- Ensure that the developed attendance strategy is known and supported
- Ensuring the school works effectively with local partners to help remove barriers to attendance, and keeping them informed regarding specific students, where appropriate.
- Ensuring all parents are aware of the school's attendance expectations and procedures.
- Liaison with external agencies on matters relating to attendance
- Reporting to SLT using data analysis and narratives regarding attendance

The family liaison officer is responsible for:

- The overall strategic approach to attendance in school.
- Developing a clear vision for improving attendance.
- Monitoring attendance and the impact of interventions.
- Analysing attendance data and identifying areas of intervention and improvement.
- Communicating with students and parents with regard to attendance.
- Following up on incidents of persistent poor attendance.

Staff are responsible for:

- Following this policy and ensuring students do so too.
- Ensuring this policy is implemented fairly and consistently.
- Modelling good attendance behaviour.
- Using their professional judgement and knowledge of individual students 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.

Parents are responsible for:

- Providing accurate and up-to-date contact details.
- Providing the school with more than one emergency contact number.
- Updating the school if their details change.
- The attendance of their children at school.
- Promoting good attendance with their children.
- Contacting the school to report their child's absence before the beginning of the school day and advising on when it is expected that their child will return.
- Requesting leave of absence only in exceptional circumstances, and in advance.

Students are responsible for:

- Attending their lessons and any agreed activities when at school.
- Arriving punctually to all timetabled lessons when at school.

## 4. Attendance expectations

The school has high expectations for students' attendance and punctuality and will ensure that these expectations are communicated regularly to parents and Students.

Students will be expected to:

- Attend school every day they are required to be at school, for the full day.
- Attend school punctually.
- Attend every timetabled lesson.

The school day will start at 9:00am, and students will be in their classroom, ready to begin form time. Students will have a morning break at 11:15am, which will last until 11:30am, and a lunch break at 12:30pm, which will last until 1:00pm – students will be expected to have returned from each break and be ready to recommence learning at the stated times.

Registers will be taken as follows throughout the school day:

- The morning register will be marked by 9:15am. Students will receive a late mark if they were absent when the register started being taken but arrive before the register is closed. The morning register will close at 09:30am. Students will receive a mark of absence if they do not attend school before this time.
- The afternoon register will be marked by 1:00pm. Students will receive a late mark if they are not in their classroom by this time but arrive before the register is closed.
- The afternoon register will close at 1:15pm. Students will receive a mark of absence if they are not present before this time.

Class teachers will ensure students are present at the start of each lesson and alert SLT of any absence. Any patterns related to class absence will be noted and acted upon.

Students will be encouraged to communicate any concerns related to attendance and absence as soon as possible to the relevant member of staff.

## 5. Absence procedures

Parents will be required to contact the school office via telephone before 9:00am on the first day of their child's absence – 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.

Where a student is absent, and their parent has not contacted the school by the close of the morning register to report the absence, administrative staff will contact the parent via telephone call as soon as is practicable on the first day that the student does not attend school.

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

- Ascertain the reason for the absence.
- Ensure the proper safeguarding action is being taken.
- Identify whether the absence is authorised or not.
- Identify the correct code to use to enter the data onto the school census system.

Form tutors will make a welfare call at the end of the first day of absence.

The school will not request medical evidence in most circumstances where a student 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 and to support the reason for the code given.

The school will provide the LA with the attendance data as requested, ensuring that they are made aware of any absence concerns regarding particular students.

Where a student does not return from a period of leave or has a continuous period of absence, the school will work jointly with the LA to carry out reasonable enquiries under the School Attendance (Student Registration) (England) Regulations 2024 to establish the student's whereabouts. In conducting these enquiries, the school and it's LA will liaise with the Home LA. If, following these enquiries, the student's name is removed from the school's admission register, the Home LA will be expected to investigate whether the student should be classified as a child missing education.

## 6. Attendance register

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

Designated staff members will take the attendance register at the start of each school day and at the start of the afternoon session. This register will record whether students are:

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

The school will use the national attendance codes set out in Regulation 10 of The School Attendance (Student Registration) (England) Regulations 2024 to ensure attendance and absence are monitored and recorded in a consistent way. The following codes will be used:

- # = Planned whole school closure
- / = Present in the morning
- \ = Present in the afternoon
- L = Late arrival before the register has closed
- C = Leave of absence for exceptional circumstance
- C1 = Leave of absence granted by the school for the purpose of participating in a regulated performance or undertaking regulated employment abroad
- C2 = Leave of absence for a compulsory school age student subject to a part-time timetable
- E = Suspended or permanently excluded but no alternative provision made
- I = Illness (not medical or dental appointment)
- M = Medical or dental appointments
- R = Religious observance
- S = Leave of absence for the purpose of studying for a public examination
- T = Parent travelling for occupational purposes
- G = Unauthorised holiday
- N = Reason not yet provided

- O = Unauthorised absence
- U = Arrived after registration closed
- D = Dual registered at another school
- B = Attending any other approved educational activity
- J1 = Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
- K = Attending education provision arranged by the LA
- P = Participating in a supervised sporting activity
- Q = Unable to attend the school because of a lack of access arrangements
- V = Educational visit or trip
- W = Work experience
- X = Non-compulsory school age student not required to attend school
- Y1 = Unable to attend due to transport normally provided not being available
- Y2 = Unable to attend due to widespread disruption to travel
- Y3 = Unable to attend due to part of the school premises being closed
- Y4 = Unable to attend due to the whole school site being unexpectedly closed
- Y5 = Unable to attend as student is in criminal justice detention
- Y6 = Unable to attend in accordance with public health guidance or law
- Y7 = Unable to attend because of any other unavoidable cause
- Z = Prospective student not on admission register

Students who are absent from school but are receiving remote education for any reason will still be marked as absent in the register using the most appropriate absence code.

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.

## 7. Authorising parental absence requests

Parents will be required to request certain types of absence in advance. All requests for absence will be handled by the headteacher – the decision to grant or refuse the request will be at the sole discretion of the headteacher, taking the best interests of the student and the impact on the student's education into account. The headteacher's decision is not subject to appeal; however, the school will be sympathetic to requests for absence by parents and will not deny any request without good reason.

### Leave of absence

The school will only grant a student a leave of absence in exceptional circumstances. In order to have requests for a leave of absence considered, the school will expect parents to contact the headteacher in writing at least two weeks prior to the proposed start date of the leave of absence, providing the reason for the proposed absence and the dates during which the absence would be expected to occur.

Any requests for leave during term time will be considered on an individual basis and the student's previous attendance record will be taken into account. Where the absence is granted, the headteacher will determine the length of time that the student can be away from school. The school is not likely to grant leaves of absence for the purposes of family holidays. In order to help support parents with reduced costs of family holidays school INSET is organised to give a week's holiday for students outside of the local authority October half-term break.

A leave of absence for a student during term time will only be granted if the request meets the specific circumstances set out in the school attendance regulations 2024 which are:

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

Requests for leave will not be granted in the following circumstances:

- During Year 7 when a student is settling into the school, unless certain exceptional circumstances apply, e.g. the death of a family member

- Immediately before and during assessment periods
- When a student's attendance record shows any unauthorised absence
- Where a student's authorised absence record is already above 10 percent for any reason

If term-time leave is not granted, taking a student out of school will be recorded as an unauthorised absence. 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.

### Illness and healthcare appointments

Parents will be expected to make medical or dental appointments outside of school hours wherever possible. Where this is not possible, parents will be expected to obtain approval for their child's absence to attend such appointments as far in advance as is practicable. Parents will be responsible for ensuring their child misses only the amount of time necessary to attend the appointment.

### Performances and activities, including paid work

The school will have the discretion to grant leave of absence during school hours for students to undertake employment, whether paid or unpaid, in accordance with the relevant legislation.

Leave of absence for the purpose of employment will only be granted under the circumstances set out in Regulation 11(2) of the School Attendance (Student Registration) (England) Regulations 2024, namely:

- Where the LA has issued a licence for the student to take part in a performance as regulated by section 37(2) of the Children and Young Persons Act 1963.
- Where a licence is not required because an exception applies under section 37(3) of the Children and Young Persons Act 1963, including where a Body of Persons Approval (BOPA) covering the student has been granted by the local authority in which the performance will take place, or by the Secretary of State.
- Where a Justice of the Peace has granted a licence under section 25(2) of the Children and Young Persons Act 1933 for the student to travel abroad for a performance or another regulated purpose.

The school will give due consideration to requests for leave of absence supported by a licence issued by a local authority or a BOPA. Such requests will be treated sympathetically, provided the school is satisfied that participation in the activity will not have a detrimental impact on the student's education.

Where a LA licence specifies the dates on which a student is permitted to be absent for the purpose of a performance, the school will record the absence for those dates as if a formal leave of absence has been requested and granted.

In cases where a licence issued by the LA does not specify particular dates, or where the absence is supported by a BOPA or another form of exemption or licence—such as one granted by a Justice of the Peace under relevant legislation—the decision to grant leave of absence will remain at the discretion of the school.

While not required to follow Regulation 11 of the School Attendance (Student Registration) (England) Regulations 2024, the school will nonetheless record such absences using the appropriate code, where a student is participating in a regulated performance or undertaking regulated employment abroad under a valid licence or exemption.

This code will be recorded as an authorised absence for statistical purposes.

### Code J1: Attending an interview for employment or for admission to another educational institution

The school will usually grant leave of absence where an application has been made in advance by the parent who the student normally lives with and the leave is to enable the student to attend an interview for employment or admission to another educational institution, e.g. university or college.

While not required to follow Regulation 11, the school will still use this code to record that a leave of absence has been granted for the purpose of attending an interview for employment or for admission to another educational establishment.

The interview must take place during the session for which it is recorded.

This code will be recorded as an authorised absence for statistical purposes.

### Code S: Study leave for a public examination

The school will grant leave of absence, under regulation 11(5), for a student to study for a public examination where the leave has been agreed in advance with a parent who the student normally lives with (or the student if they will be over compulsory school age by the time of the

absence). The school may grant leave of absence for a student to study for a public examination and the leave has been agreed in advance with a parent who the student normally lives with.

Study leave will not be granted by default once tuition for the examination syllabus is complete and will be used sparingly. Provision will still be made available for students who want to continue to come into school to revise.

While not required to follow Regulation 11, the school will use this code to record when a student is absent with leave that has been granted for the purpose of studying for a public examination.

### Code C2: Students subject to a part-time timetable

In very exceptional circumstances and where it is in a student's best interests, the school will grant leave of absence to accommodate for a student on a part-time timetable.

The school will grant a leave of absence under Regulation 11(6) to temporarily reduce the timetable of a student of compulsory school age to part-time, where both the school and the parent with whom the student normally resides have agreed – on an exceptional basis – that the student should receive part-time education for a limited period. This agreement must include the specific times and dates the student is expected to attend during the temporary part-time arrangement.

Where a student is receiving full-time education but only attends the school on a part-time basis—such as in cases of dual registration, part-time unregistered alternative provision, or flexi-schooling, the part-time timetable code will not be used. Instead, the school will record the student's absence using the appropriate attendance code that reflects the reason the student is not attending that particular session.

In such circumstances, the days on which the student is expected to attend school will be agreed in advance.

### Religious observance

Parents will be expected to request absence for religious observance at least two weeks advance.

The school will only accept requests from parents for absence on grounds of religious observance for days that are exclusively set apart for religious observance by the relevant religious body. The school will define this as a day where the student's parents would be expected by an established religious body to stay away from their employment to mark the occasion.

The school may seek advice from the religious body in question where there is doubt over the request.

### Parent travelling or occupational purposes

A Student will be considered a mobile child if they are of compulsory school age, have no fixed abode, and are travelling with their parent(s) due to the nature of the parent's trade or business, which requires them to move from place to place. In such cases, the school will ensure that this is a genuine reason for absence. Proof of the parent's circumstances will not be requested unless there is a genuine and reasonable doubt about the authenticity of the explanation provided.

Parents will be encouraged to ensure that their child attends a school in the area to which they are travelling and, where appropriate, to arrange for the student to be dual registered at that school.

## 8. SEND- and health-related absences

The school recognises that students 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 students who find attending school difficult.

The school will ensure that reasonable adjustments are made for disabled students 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 student's non-attendance may be related to mental health issues, 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 student that is also a safeguarding concern, they will inform the DSL, and the Child Protection and Safeguarding Policy will be followed.

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

- Inform the LA if a student is likely to be away from the school for more than 15 school days.
- Provide the LA with information about the student's needs, capabilities and programme of work.
- Help the student reintegrate at school when they return.
- Make sure the student is kept informed about school events and clubs.

- Encourage the student to stay in contact with other students during their absence.

The school will incorporate an action plan to help any students with SEND and/or health issues cope with the stress and anxiety that attending school may cause them. Such plans will be created with parents and carers to ensure the suitability of the child's return to a school environment and subsequently monitored and reviewed until the student is attending school as normal and there have been signs of significant improvement.

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

- Holding termly meetings to evaluate any implemented reasonable adjustments.
- Return to school meeting with students and where appropriate, parents and carers, and external agencies. The school should be satisfied that all aspects of the absence are clear, for example if there are mental health concerns, what are the actions needed to be undertaken, and by whom.
- Incorporating a pastoral support plan.
- Identifying students' unmet needs through the Common Assessment Framework.
- Using an internal or external specialist.
- Enabling a student to have a reduced timetable.
- Ensuring a student can have somewhere quiet to spend lunch and breaktimes.
- Implementing a system whereby students can request to leave a classroom if they feel they need time out.
- Temporary late starts or early finishes.
- Phased returns to school where there has been a long absence.
- Small group work or on-to-one lessons.
- Tailored support to meet their individual needs.
- The school will seek medical evidence for recording absences in a minority of cases.

Where a student's health need means that they need reasonable adjustments or support because it is complex or long term, the school will seek medical evidence to better understand the need of the student.

## 9. Absence in exceptional circumstances

The school will grant a leave of absence at its discretion. A leave of absence will not be granted unless there are exceptional circumstances.

Each application will be judged individually, and the school will take into account the specific facts, circumstances, and relevant background context of each request. Where a leave of absence is granted, the school will determine the number of days for which a student will be permitted to be absent. A leave of absence will always be granted entirely at the discretion of the school.

The school will only grant a leave of absence where an application is made in advance by a parent with whom the student normally lives, or by the student themselves if they will have reached the end of compulsory school age by the time of the absence.

Generally, a request for a holiday or other absence for the purposes of leisure and recreation will not constitute an exceptional circumstance, and such absences will not be granted.

Code C with be used for granted leave of absence in exceptional circumstances. The use of the seven 'Y' codes for unavoidable circumstances will be collected in the school census for statistical purposes. Code Q will be used in circumstances where there are a lack of access arrangements.

## 10. Truancy

Truancy will be considered as any absence of part, or all, of one or more days from school, during which the school has not been notified of the cause behind such absence.

All staff will be actively engaged in supporting the regular attendance of students understand the importance of continuity in each student's learning.

Immediate action will be taken when there are any concerns that a student might be truanting. If truancy is suspected, the SLT are notified, and the parent will be contacted in order to assess the reasons behind the student not attending school.

The following procedures will be taken in the event of a truancy:

- In the first instance, a conversation will take place with the parents of the student, informing them of the suspected truancy and stating that any future occurrences could result in further action being taken.

- A further truancy will result in a letter of warning to the parent.
- If any further truancy occurs, then the school will seek advice from appropriate external agencies and the local authority.

## 11. Absent Students

Students will not be permitted to leave the school premises during the school day unless they have permission from the school. The procedures taken in the event of a student going missing whilst at school are outlined in the Absconding policy.

## 12. Attendance intervention

In order to ensure the school has effective procedures for managing absence, family liaison officer, supported by the SLT, will:

- Establish a range of specific, evidence-based interventions to address barriers to attendance.
- Monitor the implementation and quality of escalation procedures and seek robust evidence of the escalation procedures that work.
- Attend or lead attendance reviews in line with escalation procedures.
- Establish robust escalation procedures which will be initiated before absence becomes a problem by:
    - Phone call home.
    - Sending letters to parents.
    - Engaging with LA attendance teams.
    - Creating attendance meetings with parents and relevant agencies.

The school will use attendance data, in line with the 'Monitoring and analysing absence' section of this policy, to develop specific strategies to improve attendance where patterns of absence are emerging. These strategies will be developed on a case-by-case basis and will consider the particular needs of the students whom the intervention is designed to target.

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

- End of term attendance/reward trips
- Positive weekly emails home
- Text messages informing of weekly attendance and any improvement

School trips and events will be considered a privilege. Where attendance drops below 90 percent, these privileges may be taken away. The school will develop strategies for ensuring that students with health needs or home circumstances that result in additional absences are not unfairly excluded from attendance rewards, e.g. by setting individualised targets.

## 13. Working with parents to improve attendance

The school will work to cultivate strong, respectful relationships with parents and families and work to build trust and engagement. Open and honest communication will be maintained with students and their families about the expectations of school life, attendance and performance so that they understand what to expect and what is expected of them. The school will liaise with other agencies working with students and their families to support attendance, e.g. social services.

The school will ensure that there are two sets of emergency contact details for each student wherever possible to ensure the school has additional options for getting in touch with adults responsible for a student where the student is absent without notification or authorisation.

The school will ensure that parents are aware of their legal duty to ensure that their child attends school regularly and to facilitate their child's legal right to a full-time education – parents will be made aware that this means their child must attend school every day that it is open, save for in certain circumstances, e.g. sickness or absences that have been authorised by the headteacher in advance. 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 that regular attendance at school can have for their child educationally, socially and developmentally.

If a pattern of absence becomes problematic, the family liaison officer will work collaboratively with the student and their parents to improve attendance by addressing the specific barriers that prevent the student from being able to attend school regularly. The school will always take into consideration the sensitivity of some of the reasons for student absence and will approach families to offer support rather than immediately reach for punitive approaches.

Where these barriers are related to the student's experience in school, e.g. bullying, the family liaison officer will work with the headteacher and any relevant school staff, e.g. the DSL and

SENCO, to address this. Where the barriers are outside of the school's control, e.g. they are related to issues within the student's family, the family liaison officer will liaise with any relevant external agencies or authorities, e.g. children's social care or the LA, and will encourage parents to access support that they may need.

## 14.Persistent absence (PA)

The school will recognise PA as circumstances where a student misses 10% or more of school. Severe absence will be recognised in circumstances where a student misses 50% or more of school. Reducing persistent and severe absence is central to the school's strategy for improving attendance.

There are various groups of students who may be vulnerable to high absence and PA, such as:

- Children in need
- LAC
- Young carers
- Students who are eligible for FSM
- Students with EAL
- Students with SEND
- Students who have faced bullying and/or discrimination

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

The school will use a number of methods to help support students at risk of PA to attend school. These include:

- Offering catch-up support to build confidence and bridge gaps in learning.
- Meeting with the student and their parent to discuss patterns of absence, barriers to attendance, and any other problems they may be having.
- Establishing plans to remove barriers and provide additional support.
- Leading weekly check-ins to review progress and assess the impact of support.
- Making regular contact with the student's parent to discuss progress.

- Considering what support for re-engagement might be needed, including with regard to additional vulnerability.

The school will focus particularly on students who have rates of absence over 50 percent and will work with the LA and other partners to engage all relevant services needed to identify and address the wider barriers to attendance these students are facing.

The school will agree with the LA on appropriate intervals for reporting students who are regularly absent from school, or who have significant periods of unauthorised absence as outlined in the Child Missing in education Policy.

Where a student 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 student 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.

## 15. Legal intervention

The school will allow sufficient time for attendance interventions and engagement strategies to improve Students' attendance; however, where engagement strategies to improve attendance have not had the desired effect after one term, the attendance officer will consider whether:

- The absence is due to a circumstance that does not warrant support, such as an unauthorised holiday taken during term time.
- Pursuing legal intervention (for example, contact the local authority) is appropriate in light of any obligations under the Equality Act 2010, for example where the student has a disability.
- To hold a formal meeting with the parents and the school's designated contact within the School Attendance Support Team.
- To work with the local authority to implement a parenting contract or apply for an education supervision order.
- To engage children's social care, particularly where there are safeguarding concerns.

Each case will be considered individually to determine whether a legal intervention should be used to improve attendance.

Parents who are prosecuted and attend court because their child has not been attending school may be fined up to £2,500.

### Education Supervision Orders (ESOs)

Where interventions have not been successful, an ESO can be an alternative to provide formal legal intervention without criminal prosecution. ESOs are made through the Family or High Court and give the LA a formal role in advising, helping and directing the student and parents to improve their attendance. LAs will issue parents with a notice of the intention to consider an ESO, set up a meeting to discuss with the parent and student, and decide whether the case will be taken forward.

Once an ESO is secured, a supervisor from the local authority will decide any actions or requirements. These may include:

- Requiring the parents to attend support meetings.
- Requiring the parents to attend a parenting programme.
- Requiring the parents to access support services.
- Requiring an assessment by an educational psychologist.
- Review meetings involving all parties to be help every 3 months.

## 16. Monitoring and analysing absence

The family liaison officer will monitor and analyse attendance data weekly to ensure that intervention and support is delivered quickly to address habitual absence at the first signs.

The school will collect data regarding punctuality, truancy, and authorised and unauthorised absence, for:

- The school cohort as a whole.
- Individual year groups.
- Year groups preparing for exams.
- Individual students.
- Demographic groups, e.g. students from different ethnic groups or economic backgrounds.

- Other groups of students, e.g. students with SEND, LAC and students eligible for FSM.
- Students at risk of PA.

The family liaison officer will conduct thorough analysis of the above data on a half-termly, termly, and full-year basis to identify patterns and trends. This will include identifying, for each group:

- Patterns in uses of certain codes.
- Particular days of poor attendance.
- Historic trends of attendance and absence.
- Barriers to attendance.

The family liaison officer will provide regular reports to staff across the school to enable them to track the attendance of students to implement attendance procedures. The family liaison officer will also be responsible for monitoring how attendance data changes in response to any interventions implemented to increase attendance in future.

The governing board will regularly review attendance data, including examinations of recent and historic trends, and will support the SLT in setting goals and prioritising areas of focus for attendance support based on this data.

The school will benchmark where possible its attendance data against local-, regional- and national-level data to identify areas of success and areas for improvement and will share practice which has been shown to be effective with other schools.

## 17. Training of staff

The school will recognise that early intervention can prevent poor attendance. As such, staff will receive training in identifying potentially at-risk students and the support they can provide along with their roles and responsibilities in monitoring and improving attendance.

Training will cover at least the following:

- The importance of good attendance
- That absence is almost invariably a result of wider circumstances
- The legal requirements on schools, e.g. the keeping of registers
- The school's strategies and procedures for monitoring and improving attendance

- The school's procedures for multi-agency working to provide intensive support for students who need it

Staff will receive training to ensure they understand that increased absence from school could indicate a safeguarding concern and know how such concerns should be managed.

## 18. Deletions of names from the admission register

The school will ensure that it only deletes names from the admission register for a reason set out in regulation 9 of the School Attendance Regulations. A Student's name will never be removed for any other reason, and the school is aware that doing so could constitute off rolling.

The school will make returns to the LA when students' names are deleted from the admission register. This will be with the exception of students whose name has been deleted from the register at or after the end of the last term of the school year when they are in the most senior year group, unless the LA has requested this information.

When the school is notifying the LA that a student's name is being deleted from the admission register, the following information about the student will be provided:

- Full name
- Address
- The full name and address of any parent the student normally lives with
- At least one telephone number by which any parent the student normally lives with can be contacted in an emergency
- If applicable, the student's future address, the full name and address of the parent who the student is going to live with and the date the student will start living there
- If applicable, the name of the student's other school and when the student began or will begin to attend the school
- The reason under which the student's name has been deleted from the admission register

Names will never be retrospectively deleted from the admission or attendance register – these registers will remain an accurate record of who is a registered Student and their attendance at any given time. Students' attendance will be recorded up until the date that their name is deleted from the admission register.

## 19. Monitoring and review

Attendance and punctuality will be monitored throughout the year. The school's attendance target is 96 percent.

This policy will be reviewed every year by the headteacher or if any changes occur. The next scheduled review date for this policy is 19th January 2027.

## Attendance Monitoring Procedures

1. Registers are completed promptly in the mornings by form tutors and afternoon by attendance staff.
2. Family liaison officer reviews the registers daily to identify missing marks, unexplained absences and any patterns emerging.
3. Form tutors (FT) can access Arbor to view attendance data, including weekly and cumulative attendance to date.
4. Attendance will be discussed with FT. Any attendance/punctuality trends noticed by FT should be passed immediately to family liaison officer.
5. Improvements in attendance will be acknowledged and shared with students and families to encourage sustained engagement.
6. Contact will be made with parents on the first day of absence for any student absence not reported by attendance staff and a phone call home in the afternoon by the Form Teacher. All unexplained absences are followed up on the same day, in line with safeguarding expectations.
7. All attendance concerns, contacts and outcomes are recorded on Arbor.
8. Where students have experienced prolonged absence, a reintegration plan may be put in place to support a successful return to school.
9. If a student is absent for three consecutive school days, the school will make contact on the fourth day regarding a welfare check. A decision will be then made as to whether this takes place via a home visit or a video call, based on safeguarding considerations, risk assessment, parental availability, and the student's individual needs.
10. Where a student's absence is linked to a safeguarding concern, the school will ensure that the student does not return to school until a safety or reintegration meeting has taken place. This meeting will involve relevant staff (DSL/Deputy DSL, SENCO and/or SLT, as appropriate) and parents/carers. An attendance agreement or support plan will be completed to clearly outline expectations, support arrangements and agreed actions.
11. Following the first period of absence, the Form Tutor (FT) will speak with the student to discuss any issues or concerns and to identify how the school can support improved attendance. Where appropriate, the Family Liaison Officer will contact parents/carers by telephone.

12. Following a second period of absence, a letter may be sent home to raise concerns that attendance has fallen below the school target of 96%, where this is deemed necessary and where previous communication with parents/carers has not resulted in an improvement in attendance.

13. Following a third period of absence, a letter will be sent home to advise parents/carers that the student's attendance will be closely monitored. The Family Liaison Officer will contact parents/carers to discuss concerns and explore supportive strategies. Attendance will then be monitored for a two-week period. Where attendance does not improve, parents/carers will be invited to attend a meeting in school with the Attendance Team and/or SLT. In cases where engagement is not possible or concerns persist, a referral may be made to the Local Authority.

14. At the end of the two-week monitoring period, where attendance targets have been met, a letter will be sent home to recognise and celebrate the student's improved attendance. Monitoring and communication with the family will continue until attendance is sustained.
15. In cases where attendance does not improve, the Education Welfare protocol will be followed, and LA advice sought on any support or legal escalation required.