

Attendance Policy

Eppleton Academy Primary School



Approved by:	Laura Jackson	Date: Sept 2026
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Approved by:	The Governing Body	Date: Ratified Sept 2026
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Last reviewed on:	Sept 2026
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Next review due by:	Sept 2027
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1. Aims

This policy aims to show our commitment to meeting our obligations with regards to school attendance, including those laid out in the statutory guidance on [Working together to improve school attendance](#) from the Department for Education (DfE). We aim to achieve this through our whole-school culture and ethos that values good attendance, which includes:

- Setting high expectations for the attendance and punctuality of all pupils
- Promoting good attendance and the benefits of good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to make sure pupils have the support in place to attend school
- Maintain an attendance rate of a minimum of 96%, with a target of at least 97%,
- To support parents to perform their legal duty to ensure their children of compulsory school age attend regularly.

2. Legislation and guidance

This policy is based on the DfE's statutory guidance on [Working together to improve school attendance](#) and [School attendance parental responsibility measures](#). The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern school attendance:

- Part 6 of the [Education Act 1996](#)
- Part 7 of the [Education and Inspections Act 2006](#)
- [The School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

- The [Equality Act 2010](#)

It also refers to:

- [School census guidance](#)
- [Keeping Children Safe in Education](#)
- [Mental health issues affecting a pupil's attendance: guidance for schools](#)
- [Ofsted's 2025 framework toolkit](#)

3. Roles and responsibilities

3.1 The governing board

The governing board is responsible for:

- Setting high expectations of all school leaders, staff, pupils and parents/carers
- Making sure school leaders fulfil expectations, statutory duties and comply with the law on school attendance, 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 pupils, 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 pupils who need it most by prioritising staff and resources
- Making sure the school has high aspirations for all pupils, but adapts processes and support to pupils' individual needs
- Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual pupils 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 pupils' 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 pupils, 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 to account for the implementation of this policy

Sandra Mason is the named link governor for attendance and has termly meetings with the headteacher with a focus on monitoring pupil attendance. Link governor reports are then shared with the wider governing body. with reports then shared with the wider governing body termly.

3.2 The headteacher, who is also the designated senior lead responsible for attendance, known as the senior attendance champion

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 pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing penalty notices, where necessary, and/or authorising SLT to be able to do so
- Working with the parents/carers of pupils with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for pupils with SEND, including where school transport is regularly being missed, and where pupils with SEND face in-school barriers
- Communicating with the local authority when a pupil with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the pupil's needs
- Communicating the school's high expectations for attendance and punctuality regularly to pupils and parents/carers through all available channels
- Sharing information from the school register with the local authority, including:
 - Notifying the local authority when a pupil's name is added to or deleted from the school admission register outside of standard transition times
 - Providing the local authority with the details of pupils who fail to attend school regularly, or who have been marked with an unauthorised absence for a continuous period of 10 school days
 - Providing the local authority with the details of pupils who the school believes will miss 15 days consecutively or cumulatively because of sickness
- Leading, championing and improving attendance across the school
- Setting a clear vision for improving and maintaining good attendance
- Monitoring and analysing attendance data (see section 9)
- Benchmarking attendance data to identify areas of focus for improvement
- 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 pupils, parents/carers and external agencies, where needed
- Working with education welfare officers to tackle persistent absence
- Building close and productive relationships with parents/carers to discuss and tackle attendance issues
- Creating intervention or reintegration plans in partnership with pupils and their parents/carers
- Delivering targeted intervention and support to pupils and families

The designated senior leader, Mrs L Jackson can be contacted via the main school office via telephone 0191 5170006 or email office@eppletonacademyprimary.co.uk

3.3 Class teachers

Class teachers are responsible for recording attendance for both morning and afternoon sessions on a daily basis, using the correct codes (see Appendix 1), and submitting this information to the school office at the start of the morning and afternoon sessions.

3.4 School office staff / office admin

School admin/office staff will:

- Take calls from parents/carers about absence on a day-to-day basis and record it on the school system
- Transfer calls from parents/carers to the headteacher where appropriate, in order to provide them with more detailed support on attendance
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance
- Record and respond to holiday requests during term time

3.5 Parents

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 on time
- Call the school to report their child's absence before 9:30am on the day of the absence and advise when they are expected to return
- Provide the school with more than 1 emergency contact number for their child. If the child is in the Early Years Foundation Stage, provide more than 2 emergency contact numbers, where possible
- Ensure that, where possible, appointments for their child are made outside of the school day
- 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 headteacher who can be contacted via the school office.

3.6 Pupils

Pupils are expected to:

- Attend school every day, on time

4. Recording attendance

4.1 Attendance register

We will keep an electronic attendance register, and place all pupils on this register.

We will take our attendance register at the start of each morning session of each school day and once during each afternoon session. It will mark, using the appropriate national attendance and absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024, whether every pupil is:

- Present
- Attending a place other than school
- Absent
- Absent – unable to attend due to unavoidable causes

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

See Appendix 1 for the DfE attendance codes.

We will also record:

- Whether the absence is authorised or not
- The nature of the activity, where 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 keep every entry on the attendance register for 6 years after the date on which the entry was made.

The school day starts at 8:45am and ends at 3:15pm.

Pupils must arrive in school by 8:45am on each school day.

The register for the first session will be taken at 8:45am and will be kept open until 9:15am. The register for the second session will be taken at 1pm and will be kept open until 1:30pm.

4.2 Unplanned absence

The pupil's parent must notify the school of the reason for the absence on the first day of an unplanned absence by 9:30am, or as soon as practically possible, by calling the school office, who can be contacted via 0191 5170006.

We will mark absence due to physical or mental illness as authorised, unless the school has a genuine concern about the authenticity of the illness.

Where there are doubts about the authenticity of the illness, the school will ask for 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.

4.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent notifies the school in advance of the appointment.

Parents should contact the school office to notify them of the leave of absence via telephone, in person or via Class Dojo and share evidence of the appointment.

Where possible, the pupil should:

- Be out of school for the minimum amount of time necessary, and attend school before/after their appointment
- Wear school uniform to their appointment, to make it easier to return to school afterwards

However, we encourage parents to make medical and dental appointments out of school hours where possible.

The pupil's parent must also apply for other types of term-time absence as far in advance as possible of the requested absence. See section 5 to find out which term-time absences the school can authorise.

4.4 Lateness and punctuality

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code. Arrival after the close of registration with no valid reason will be marked as unauthorised absence and coded 'U' in the register. This means that, despite being in school, they will technically be marked absent for the session.

It is important to be on time as the first few minutes of the school day are often used to target the teaching of basic skills, to give out instructions or organise schoolwork for the rest of the day.

If your child misses this short but vital session, their work for the whole day may be affected. Late arrivals are disruptive to the whole class and often embarrassing for your child.

Pupils who arrive after registration **MUST** be signed in, in accordance with the school procedures.

We will let you know if we have concerns about your child's punctuality. If lateness persists, parents will be invited to attend a meeting in school to discuss the problem. If the lateness continues a referral could be made to the Local Authority Attendance Service.

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:

- Call the pupil's parent on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school may use all methods of communication (email, Dojo, work contact) or carry out a home visit
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session(s) for which the pupil was absent
- Call the parent on each day that the absence continues without explanation, to make sure proper safeguarding action is taken where necessary
- Where relevant, report the unexplained absence to the pupil's social worker and/or youth offending team officer
- Where appropriate, offer support to the pupil and/or their parents to improve attendance
- Identify whether the pupil needs support from wider partners, as quickly as possible, and make the necessary referrals
- Where support is not appropriate, not successful, or not engaged with issue a notice to improve, penalty notice or other legal intervention (see section 7 below), as appropriate

4.6 Reporting to parents

- We will report on individual attendance and punctuality termly during parent's evenings and written reports.
- We will remind parents of the importance of regular attendance in newsletters and the school website.

- We will publish our school attendance rate in newsletters and the website.

5. Authorised absence

5.1 Approval for term-time absence

The headteacher will only grant a **leave of absence** to a pupil 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 for employment or for admission to another educational institution
- Study leave
- A temporary, time-limited part-time timetable
- 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.

We define 'exceptional circumstances' as 'Rare and unexpected circumstances which are unlikely to reoccur'. Examples include:

- Medical emergencies
- Family emergencies (e.g. death of a relative)

Leave of absence will not be granted for a pupil to take part in protest activity during school hours.

As a leave of absence will only be granted in exceptional circumstances, it is unlikely a leave of absence will be granted for the purposes of a family holiday.

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

Any request should be submitted as soon as it is anticipated and, where possible, at least 2 weeks before the absence, and in accordance with any leave of absence request form, accessible via the school office. The headteacher may require evidence to support any request for leave of absence.

If you would like to request term time leave of absence you MUST put this request in writing to the headteacher Mrs Jackson, using a holiday request form. Please ask at the school office or request a form via email at office@eppletonacademyprimary.co.uk See appendix 2

5.2 Other reasons for authorised absence

Some absences are allowed by law and are known as "authorised absences". For example: if a child is ill. We realise that there are **rare** occasions when there might be a particular problem that causes your child to be absent. Please let us know and we shall try to deal with it sympathetically.

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 pupil'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 for religious observance. Pupils should attend school on the days surrounding those set apart for religious observance
- Parent(s) travelling for occupational purposes – a pupil is a mobile child if their parent is travelling in the course of their trade or business and the pupil is travelling with them. In these circumstances a pupil will be considered as a mobile child, provided they are of compulsory school age and have no fixed abode and whose parent is in a trade or business that requires them to travel from place to place

- If the pupil is currently suspended or excluded from school (and no alternative provision has been made)

5.3 Absences from the school site (which are not classified as absences)

The headteacher will allow pupils to be absent from the school site for certain educational activities, or to attend other schools or settings. These are not classified as absences. Reasons 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 pupil is also registered (dual registration)
- Attending provision arranged by the local authority
- If there is any other unavoidable cause for the pupil 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

Unauthorised Absence

There are times when children are absent for reasons, which are not permitted by law.

Unauthorised absences are those which the school does not consider essential or reasonable or for those pupils where no reason has been provided.

Unauthorised absences can include:

- Forgetting school term dates
- Oversleeping
- Absences which have not been explained
- Arriving at school after 9:30am
- Leaving school for no reason during the day
- Keeping pupils off unnecessarily without explanation
- Absences due to shopping or looking after other children
- Day trips or family outings
- Problems with uniform /clothing
- Birthdays

The school is obliged by law to differentiate between authorised and unauthorised absences. A letter or telephone message from a parent does not itself authorise absence. It is for the school to determine if an absence is to be authorised (The Education (Pupil registration, England) Regulations, 2006)

6. Strategies for promoting attendance

We want our pupils to succeed and develop their skills. To do this, pupils need to avoid missing lessons and days of school as much as possible. As a school, we want to reward high attendance and not just penalise pupils for poor attendance.

- Providing an environment in which pupils feel welcomed and valued. The school's ethos must demonstrate that pupils feel that their presence in school is important, that they will be missed when they are absent/late.
- Class teachers will ensure that the curriculum is delivered within a culture of inclusion and in such a way that pupils feel that they have and can succeed.
- Individual pupils whose attendance has been a cause of concern will be encouraged to set and achieve personal attendance goals. The school will work with parents to support regular attendance, for example communicating early about issues, acknowledging positive improvements and indicating a named contact in school.

- In our weekly celebration assembly, monitoring of class attendance is shared publicly and we use our 'Classopoly Board' to promote good attendance. All classes, who have achieved over 96%, partake in the game with a range of allocated awards depending on which square they land on.
- School will support and reward pupils with consistently good attendance and/or improving attendance. There are certificates, celebration events and awards both termly and annually.

7. Supporting pupils with poor attendance

Our school will make use of the full range of support and 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.

7.1 Attendance contract

We use attendance contracts as a form of attendance support.

An attendance contract is a formal written agreement between a parent and the school to address irregular attendance at school. An attendance contract is not legally binding, but it provides a more formal route where previous support has not worked or would not have been appropriate.

Parents cannot be compelled to enter an attendance contract, and the school cannot agree an attendance contract in a parent's absence.

Where an attendance contract would be an appropriate form of support, the school will arrange a meeting with the parent (and pupil if they are old enough to understand) to discuss how we can work in partnership to improve the pupil's attendance.

Where parents fail to comply with an agreed attendance contract, the school may seek an alternative course of action. In the first instance, this will include discussions with the parents to seek explanations and determine whether the attendance contract remains useful. Where there is further non-compliance following these discussions, the school may take further action.

7.2 Education supervision order

In cases where voluntary early help plans and attendance contracts have been unsuccessful, we may work with the local authority to issue an education supervision order. If an education supervision order is considered, the local authority will inform the parent(s) in writing and will set up a meeting.

An education supervision order is a formal intervention but **not** criminal prosecution.

An education supervision order initially lasts for 1 year, but it can be extended within the last 3 months for a period of up to 3 years at a time.

In cases where parents persistently fail to meet the directions given under the education supervision order, they may be liable to a fine of up to £1,000 upon conviction.

7.3 Notice 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.

A notice 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 pupil attends school.

It will include:

- Details of the pupil'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, or prosecution considered, 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

7.4 Penalty notices

The headteacher (or assistant headteacher, authorised by the headteacher), 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, we will check with the local authority before doing so, and send the local authority 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 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 pupil
- 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 pupil'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 pupil, 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 pupil 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.

8. Supporting pupils who are absent or returning to school

8.1 Pupils absent due to complex barriers to attendance, including mental or physical ill health

We recognise that some pupils may experience complex barriers to regular attendance, including long-term physical or mental health needs, special educational needs and disabilities (SEND), anxiety, difficulties with friendships or learning, or wider family and social circumstances. Our approach is supportive, inclusive and individualised, while maintaining the same high ambition for attendance for every pupil.

Where a pupil is experiencing difficulty attending school, we will seek to understand the individual circumstances and the barriers affecting attendance through sensitive, non-judgemental conversations with the pupil and their family. We will work in partnership with parents/carers to develop an appropriate support plan, identifying clear actions and reviewing these regularly to ensure that support remains effective.

Where barriers arise within school, we will take active steps to remove or reduce them. This may include providing a trusted adult or safe space, adapting the start and end of the school day, addressing friendship or bullying concerns, providing additional pastoral or emotional support, making appropriate adjustments to the learning environment or school routines, and considering reasonable adjustments where required for pupils with disabilities. Where appropriate, a phased or supported return may be used as a time-limited strategy to help a pupil re-establish regular attendance.

For pupils experiencing mental health difficulties, we will support attendance alongside the pupil's wider wellbeing needs. School staff will not diagnose or treat mental health conditions but will work with families and relevant professionals to put appropriate support in place. Where external support is required, we will work collaboratively with the local authority and other relevant services, with the pupil's needs and voice central to the process.

Support arrangements will be monitored and reviewed regularly with the pupil and their family, with the aim of reducing barriers and achieving sustainable, regular attendance. Where appropriate, attendance concerns will also be considered alongside safeguarding, SEND and pastoral processes to ensure a coordinated approach

Parents should consult the NHS guidance [Is my child too ill for school?](#) when deciding whether to keep their child home due to illness. We will share this guidance with parents, and provide support in understanding it, in order to promote school attendance wherever appropriate.

8.2 Pupils absent due to other barriers to attendance

We recognise that some pupils may face additional barriers to regular attendance, including SEND, disadvantage, current or previous involvement with children's social care, mental health needs, or other circumstances such as caring responsibilities. We will ensure that attendance is considered alongside each pupil's individual circumstances, needs and wellbeing.

We will work with pupils and families to understand the specific barriers to attendance and put in place **timely, appropriate and targeted** support. This may include reasonable adjustments, adaptations to routines or the school environment, additional pastoral or emotional support, a trusted adult, support with friendships or learning, or involvement of appropriate external agencies. Support will be proportionate to the identified need and regularly reviewed to ensure it is effective.

Where attendance difficulties are linked to mental health or other complex needs, we will take a supportive, non-judgemental approach, working collaboratively with families and relevant professionals to reduce barriers and support a successful return to regular attendance. We will maintain high expectations for attendance while recognising that some pupils may require a personalised approach to achieve this.

Where a pupil has an education health and care (EHC) plan and their attendance falls, the school will inform the local authority.

8.3 Pupils returning to school after a lengthy or unavoidable period of absence

We recognise that returning to school after a lengthy or unavoidable period of absence can be challenging for some pupils. We will work with the pupil and their family to understand any ongoing barriers and ensure that the return is supportive, planned and appropriate to the individual's needs.

Where appropriate, we may provide a named member of staff, additional pastoral support, adjustments to routines or the school environment, opportunities to reconnect with friends and learning, or a time-limited phased return. For pupils whose absence has been related to mental health, we will work sensitively with the pupil, family and relevant professionals to support their wellbeing alongside their return to regular attendance.

Any support or adjustments will be proportionate, clearly focused on enabling regular attendance, and reviewed regularly with the pupil and family to ensure they remain appropriate and effective.

8.5 Prolonged absence for children in the EYFS

In cases of prolonged absence, or when a child is absent without notification, we will attempt to contact the child's parents and alternative emergency contacts.

When deciding whether a child's absence should be considered prolonged, we will consider the:

- Patterns and trends in the child's absences and their personal circumstances
- Vulnerability of the child and their parents, as well as the circumstances of their home life
- We recognise that pupils may sometimes experience a prolonged period of absence due to illness, medical treatment, family circumstances or other unavoidable reasons. Where absence is likely to be prolonged, we will maintain regular, supportive communication with the pupil and their family to understand their circumstances, maintain their connection with school and plan for their return.
- Where appropriate, we will work with families, the pupil and relevant professionals or services to identify and reduce any barriers to attendance. This may include reasonable adjustments, pastoral support, maintaining links with learning and peers, and a planned or phased return where this is appropriate to the pupil's needs.
- Any support will be proportionate and regularly reviewed, with the aim of supporting the pupil's wellbeing, maintaining their education and achieving regular attendance as soon as reasonably possible. Where prolonged absence raises concerns about a pupil's welfare or access to education, we will follow our safeguarding and attendance procedures and work with the appropriate external agencies (see our child protection policy on the school website) and refer any concerns to local children's social care and/or request a police welfare check.

9. Attendance monitoring

9.1 Monitoring attendance

The school will monitor attendance and absence data (including punctuality) weekly, half-termly, termly and yearly across the school and at an individual pupil, year group and cohort level.

Specific pupil information will be shared with the DfE on request.

The school has granted the DfE access to its management information system so the data can be accessed regularly and securely.

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.

9.2 Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils, groups or cohorts that need additional support with their attendance, and
- Identify pupils 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

9.3 Using data to improve attendance

The school will:

- Develop targeted actions to address patterns of absence (of all severities) of individual pupils, groups or cohorts that it has identified via data analysis
- Provide targeted support to the pupils we have identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence, and their families (see section 9.4 below)
- Provide regular attendance reports to class teachers, to facilitate discussions with pupils and families, and to the governing board and school leaders (including SENDCo, designated safeguarding leads and pupil premium lead)
- Use data to monitor and evaluate the impact of any interventions put in place in order 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 pupil's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific pupils, where appropriate

9.4 Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil 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 of pupils who the school (and/or local authority) considers to be vulnerable or at risk of persistent or severe absence, or who 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 pupils. In doing so, the school will sensitively consider some of the reasons for absence
- Implement sanctions, where necessary (see section 7, above)

10. Monitoring arrangements

This policy will be reviewed as guidance from the local authority and/or DfE is updated, and as a minimum once a year by the headteacher. At every review, the policy will be approved by the full governing board.

11. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy
- Supporting pupils with medical conditions
- EYFS policy

Appendix 1: attendance codes

The following codes are taken from the DfE's [guidance on school attendance](#).

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 before register has closed
Attending a place other than the school		
K	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Attending work experience	Pupil is on an approved work experience placement
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Pupil is attending a session at another setting where they are also registered
Absent – leave of absence		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Pupil is at a medical or dental appointment
J1	Interview	Pupil has an interview with a prospective employer/educational establishment
S	Study leave	Pupil has been granted leave of absence to study for a public examination

X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
C2	Part-time timetable	Pupil is not in school due to having a part-time timetable
C	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
Absent – other authorised reasons		
T	Parent travelling for occupational purposes	Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
Absent – unable to attend school because of unavoidable cause		
Q	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Pupil is unable to attend as they are: • In police detention • Remanded to youth detention, awaiting trial or sentencing, or

		Detained under a sentence of detention
Y6	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
Absent – unauthorised absence		
G	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes
O	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
U	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
Administrative codes		
Z	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays

Appendix 2: Holiday request form, request for absence during term time



Eppleton Academy Primary School and Nursery Nurturing Excellence and Learning for Life

Phone: 0191 5170006

E-mail: office@eppletonacademyprimary.co.uk

www.eppletonacademyprimary.co.uk

Request for Leave during Term Time

Pupil Details	
Name	
Date of Birth	
Year Group	

Leave of Absence Details	
First Date of Absence	
Last Date of Absence	
Reason for Request – <u>To establish if your reasons for the above absence is for exceptional circumstances, please give as much detail as possible (including your destination)</u>	

Parent/Carer Details – <u>Please list all Parent/Carers with parental responsibility for the child or young person; or any person who has care of the child or young person.</u>			
Name Parent/Carer		Name Parent/Carer	
Address		Address	
Telephone Number		Telephone Number	
Email		Email	
Accompanying the child during the leave of absence?	Yes / No	Accompanying the child during the leave of absence?	Yes / No

In line with national guidance, Headteachers are unable to authorise holidays during term time unless there are genuinely exceptional circumstances. All requests for leave of absence are considered individually before a decision is made. Please be aware that holiday-related absences that result in 10 sessions (equivalent to 5 school days) within a 10-week period may lead to a Penalty Notice being issued.

Parent Signature: _____

Date: _____

Appendix 3: attendance procedures

“Parents have a legal duty to ensure the regular and full-time attendance at school of registered pupils”

(Education Act 1996).

At Eppleton Academy Primary we aim to work with families to promote good attendance. We therefore have the following attendance procedures in place:

1. Telephone call to parents/carers on the first day of absence by 9:30am.

This is carried out by office staff if there has been no contact/communication made by parents giving reasons for absence. If no contact can be made by telephone messages will be left and further phone calls will be made. A member of SLT will be informed of the concern. All known contacts will be called to try to determine the welfare of the children and the reason for absence.

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

If there is still no reason for absence or where we continue to be concerned we may make a ‘home visit’ or request the police to undertake a ‘Safe and well’ welfare visit.

Please note, if children are already on CP, CIN or EH plans (with involvement from Together for Children) or if there are safeguarding concerns which are being monitored then professionals will be contacted or house visits will occur on the first day of absence.

If children have been absent from school for 10 consecutive days, they will be reported as ‘Missing in Education’ to the LA.

2. Parents updated termly at parent’s nights and in pupil reports of their child’s attendance levels.
3. **STAGE 1 - Initial letter of concern/verbal discussion from senior lead.** When attendance falls below 93% or if there is persistent lateness or persistent absence.
4. **STAGE 2 - Second letter of concern.** Sent if no improvement to initial request. Parents invited in for a meeting to discuss attendance. At this point, parents may be informed that future absences will not be authorised without medical evidence (pharmacy label, doctors appointment confirmation etc.)
5. **STAGE 3 - Third letter sent to parents.** If no improvement in an agreed amount of time, a formal School Attendance Meeting with senior leads (Headteacher/AHT) will take place where an Action Plan/Parenting Contract is drawn up.
6. **Further weeks of monitoring.** Close monitoring using the Action Plan/Parenting Contract and a meeting to review.
7. **STAGE 4 - If no improvement in attendance.** Parents will be informed that their son/daughter’s attendance will be passed onto the Local Authority Attendance team who take over at this point and

decisions made whether parents will be prosecuted (taken to court) or have to pay a Fixed Penalty (fine) if unauthorised absences continue.

Please Note:

If parent fails to attend a meeting, appropriate staff will proceed with the Action Plan/Parenting Contract which will be shared and given opportunity to discuss with a visit to the child's home, if necessary, by a senior lead where they will be asked to discuss and sign them.

Senior leads can visit Parents and Guardians when necessary including making unannounced visits.

If attendance improves School will continue to monitor ongoing attendance.