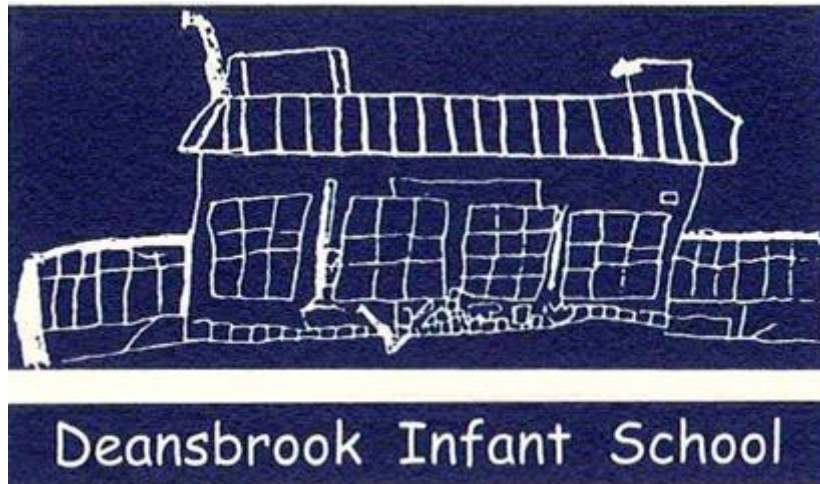


Deansbrook Infant School



Attendance Policy

Reviewed and ratified by the Governing Body: November 2024

Review Date: November 2026

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Statement of intent

Deansbrook Infant School believes that in order to facilitate teaching and learning, good attendance is essential. Pupils cannot achieve their full potential if they do not regularly attend school.

We understand that barriers to attendance are complex, and that some pupils 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 pupils 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, and the effective use of resources such as pupil premium – can have on improving pupil attendance.

We are committed to:

- Promoting and modelling high attendance and its benefits.
- Ensuring equality and fairness for all.
- Ensuring this attendance policy is clear and easily understood by staff, pupils and parents.
- Intervening early and working with other agencies to ensure the health and safety of our pupils.
- Building strong relationships with families to overcome barriers to attendance.
- Working collaboratively with other schools in the area, as well as other agencies.
- Ensuring 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 pupils.
- Regularly monitoring and analysing attendance and absence data to identify pupils or cohorts that require more support.

The school's attendance officer is Mrs Nicola Yule, who can be contacted via Nicola.yule@deansbrookinf.barnet.sch.uk. Parents/carers and staff will be expected to contact the attendance 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
- Equality Act 2010
- The Education (Pupil Registration) (England) Regulations 2006 (As amended)
- The Children (Performances and Activities) (England) Regulations 2014
- Children and Young Persons Act 1963
- DfE (2024) 'Working together to improve school attendance'
- DfE (2024) 'Keeping children safe in education (KCSIE) 2024'
- DfE (2024) 'Children missing education'
- DfE (2024) 'Providing remote education'
- DfE (2024) 'Summary table of responsibilities for school attendance'

This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- Complaints Procedures Policy
- Behaviour Policy
- SEND Policy
- Supporting Pupils with Medical Conditions Policy
- Social, Emotional and Mental Health (SEMH) Policy
- Children Missing Education Policy

2. Roles and responsibilities

The governing board has overall responsibility for:

- Monitoring the implementation of this policy and all relevant procedures across the school.
- Promoting the importance of good attendance through the school's ethos and policies.
- Arranging 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.
- Regularly reviewing attendance data through the Pupils, Parents and Community Committee.
- 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.
- Handling complaints regarding this policy as outlined in the school's Complaints Procedures Policy.
- Having regard to KCSIE when making arrangements to safeguard and promote the welfare of children.
- Ensuring there is a Children Missing School Policy in place and that this is regularly reviewed and updated.

- Ensuring school staff receive adequate training on attendance

The headteacher is responsible for:

- The day-to-day implementation and management of this policy and all relevant procedures across the school.
- Appointing a member of the SLT to the attendance officer role.
- Ensuring all parents are aware of the school's attendance expectations and procedures.
- Ensuring that every pupil has access to full-time education and will act as early as possible to address patterns of absence.

Staff are responsible for:

- Following this policy and ensuring pupils do so too.
- Ensuring this policy is implemented fairly and consistently.
- Modelling good attendance behaviour.
- Using their professional judgement and knowledge of individual pupils to inform decisions as to whether any welfare concerns should be escalated.
- Where designated, taking the attendance register at the relevant times during the school day.

The attendance officer is responsible for:

- The overall strategic approach to attendance in school.
- Liaising with the headteacher to develop 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 pupils and parents with regard to attendance.
- Leading a compassionate approach when listening to parents and pupils regarding barriers to attendance.
- Following up on incidents of persistent poor attendance.
- Enforcing attendance through statutory interventions in cases of persistent poor attendance where other supports have not succeeded.
- Informing the LA of any pupil being deleted from the admission and attendance registers.

The Education Welfare Officer is responsible for:

- Regularly liaise and attend meetings with the Headteacher and the School's Attendance Officer to monitor registers and discuss issues relating to pupil's attendance and lateness
- Regularly attend parent/carer meetings with the Attendance Office to discuss ongoing attendance issues
- Assist the school with ensuring good attendance and punctuality for all pupils
- Work with parents/carers and pupils to ensure good attendance and punctuality and that legal requirements are being met

- Advise and support staff in promoting good attendance and punctuality for pupils in their care
- Keep the school up to date with attendance initiatives and legal requirements

The ASTO (Attendance Support Team Officer) is responsible for:

- Setting out clearly for pupils, families and schools, when and how legal intervention will be used.
- Securing effective joint working between schools and social care
- Supporting schools with proceeding to prosecution, where there is no EWO, to ensure a successful verdict.
- Provide schools with information on how to raise concerns and make referrals to the right teams.
- Build strong relationships with partners that can help reduce barriers to attendance E.G Housing, School Nurse, Youth Justice.
- All schools will have the opportunity for a termly targeted support meeting with the ASTO

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.
- Proactively engaging with any attendance support offered by the school and the LA.
- Notifying the school as soon as possible when their child has to be unexpectedly absent.
- Requesting leave of absence only in exceptional circumstances, and in advance.
- Booking any medical appointments around school where possible.

3. 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:

- An absence for sickness for which the school has granted leave
- Medical or dental appointments which unavoidably fall during school time, for which the school has granted leave
- Religious or cultural observances for which the school has granted leave
- An absence due to a family emergency

Unauthorised absence:

- Parents keeping children off school unnecessarily or without reason
- Absences which have never been properly explained
- Arrival at school after the register has closed (9.05am)
- Absence due to shopping, looking after other children or birthdays
- Absence due to day trips and holidays in term-time which have not been agreed
- Leaving school for no reason during the day

Persistent absence (PA):

- Missing 10 percent or more of schooling across the year for any reason

Severe absence (SA):

- Missing 50 percent or more of schooling across the year for any reason.

Children Missing Education (CME)

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

Children Missing School (CMS)

- Failed to return to school 5 days after a period of leave or 10 consecutive school days if:
The school has made reasonable efforts to contact parents/carers to determine whereabouts of child. This can be first day response calls, home visit or telephoning school contacts.

4. Attendance expectations

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

Pupils will be expected to attend school punctually every day they are required to be at school, for the full day. The school day starts at 8.45am, and pupils will be in their classroom, ready to begin lessons at this time; therefore, pupils will be expected to be on the school site by 8:40am.

Registers will be taken as follows throughout the school day:

- The morning register will be marked by 8:45am. Pupils arriving after 8.45am will need to sign in at the school office where they will be given a late token to pass onto their class teacher. They will receive a late mark in the register.
- The morning register will close at 9:05am. Pupils will receive an unauthorised absence mark if they are not in school before this time.
- The afternoon register will be marked by 12.35pm in Reception and 1:20pm in KS1.
- Pupils will receive a mark of absence if they are not present for the afternoon register.

5. Absence procedures

Parents will be required to contact the school office via telephone before 8:45am 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 pupil 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 by text as soon as is practicable on the first day that they do 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.

The school will not request medical evidence in most circumstances where a pupil is absent due to illness; however, the school reserves the right to request supporting evidence where there is genuine and reasonable doubt about the authenticity of the illness or the child's attendance has fallen below 90%.

The school will inform the EWO (Educational Welfare Officer), on a half termly basis, of the details of pupils who fail to attend regularly, or who have missed 10 school days or more without authorisation.

If a pupil's attendance drops below 90 percent, the attendance officer will send a letter informing the parent/carer that their child's attendance needs to improve.

If attendance does not improve, a formal meeting will be arranged with the parents/carers, HT, attendance officer and the EWO. Targets will be set to improve attendance.

If attendance does still not improve the EWO may consider referring the case for legal proceedings .

Children Missing School (CMS)

A child who has failed to return to school 5 days after a period of absence or 10 consecutive school days can be referred to the LA as a child missing school (CMS).

A child can only be referred as CMS if:

There has been no communication regarding the whereabouts of the child or their return to school date.

The school has made reasonable efforts to contact parents/carers to determine whereabouts of the child. Eg first day response calls, home visits, telephoning school contacts etc.

When a child has not returned to school for 10 days after a period of absence, or 20 consecutive school days, the school will remove the pupil from the admissions register if the

school and the LA have failed to establish the whereabouts of the pupil after making reasonable enquiries.

6. Attendance register

The school uses Integris 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 pupils are:

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

The school will use the national attendance codes 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 granted by the school for exceptional circumstances
- S = Study leave
- C1 = Leave of absence for participating in a regulated performance or employment abroad
- C2 = Leave of absence for part-time pupils
- E = Suspended or permanently excluded but no alternative provision made
- J1 = Leave of absence for job or education interviews
- I = Illness
- M = Medical or dental appointments
- K = Attending provision arranged by the LA
- R = Religious observance
- B = Off-site education activity
- G = Unauthorised holiday
- O = Unauthorised absence
- U = Arrived after registration closed
- N = Reason not yet provided
- X = Not required to be in school
- T = Traveller absence
- Q = Absent due to a lack of access arrangements or due to the pupil having to attend a school that does not qualify for travel arrangements and is more than walking distance from where they live.
- V = Educational visit or trip
- P = Participating in a supervised sporting activity, with supervision being physically provided by an appropriately trained and knowledgeable person

- D = Dual registered – at another educational establishment
- W = Attending work experience
- Y1 = Absent due to their regular transport not being available
- Y2 = Absent due to travel disruption
- Y3 = Absent due to part of the school premises being closed
- Y4 = Absent due to the school site being closed
- Y5 = Absent due to being in criminal justice detention
- Y6 = Absent due to public health guidance or law, despite the pupil being well enough to attend
- Y7 = Absent due to any other unavoidable cause, the nature of which must be documented by the school.
- Z = Pupil not on admission register

Pupils who are absent from school but are receiving remote education for any reason will be marked as absent in the register.

All amendments made to the attendance register will include the reason for the amendment, the date of amendment and the name and role of the person who made the amendment.

Every entry received into the attendance register will be preserved for three years.

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 pupil and the impact on the pupil'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 pupil 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 pupil's previous attendance record will be taken into account. Where the absence is granted, the headteacher will determine the length of time that the pupil can be away from school. The school is not likely to grant leaves of absence for the purposes of family holidays.

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

- When a pupil's attendance record shows any unauthorised absence
- Where a pupil's authorised absence record is already below 90% for any reason

If term-time leave is not granted, taking a pupil out of school will be recorded as an unauthorised absence and may result in sanctions, such as a penalty notice. The school cannot grant leaves of absence retrospectively; therefore, any absences that were not approved by the school in advance will be marked as unauthorised.

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 and the child attends school before and/or after the appointment, where possible.

Performances and activities, including paid work

The school will ensure that all pupils engaging in performances or activities, whether they receive payment or not, which require them to be absent from school, understand that they will be required to obtain a licence from the LA which authorises the school's absence(s).

Additional arrangements will be made by the school for pupils engaging in performances or activities that require them to be absent from school to ensure they do not fall behind in their education – this may involve private teaching. These arrangements will be approved by the LA who will ensure that the arrangements are suitable for the pupil.

The pupil will receive education that, when taken together over the term of the licence, amounts to a minimum of three hours per day that the pupil would be required to attend a school maintained by the LA issuing the licence. This requirement will be met by ensuring a pupil receives an education:

- For not less than six hours a week; and
- During each complete period of four weeks (or if there is a period of less than four weeks, then during that period), for periods of time not less than three hours a day; and
- On days where the pupil would be required to attend school if they were attending a school maintained by the LA; and
- For not more than five hours on any such day.

Where a licence has been granted by the LA and it specifies dates of absence, no further authorisation will be needed from the school. Where an application does not specify dates, and it has been approved by the LA, it is at the discretion of the headteacher to authorise the leave of absence for each day. The headteacher will not authorise any absences which would mean that a pupil's attendance would fall below 95 percent. Where a licence has not been obtained, the headteacher will not authorise any absence for a performance or activity.

Religious observance

The school will only authorise 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 pupil'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.

Gypsy, Roma and Traveller absence

Where a pupil's parent belongs to a community covered by this code and is travelling for occupational purposes, the parent will be expected to request a leave of absence for their child at least two weeks in advance. Absences will not be granted for pupils from these communities under this code for reasons other than travel for occupational purposes.

8. SEND and health-related absences

The school recognises that pupils with SEND and/or health conditions, including mental health issues, may face greater barriers to attendance than their peers, and will incorporate robust procedures to support pupils who find attending school difficult.

In line with the SEND Policy and Supporting Pupils with Medical Conditions Policy, the school will ensure that reasonable adjustments are made for disabled pupils to reduce barriers to attendance, in line with any EHC plans or IHPs that have been implemented. The school will secure additional support from external partners to help bolster attendance where appropriate.

Where the school has concerns that a pupil's non-attendance may be related to mental health issues, parents will be contacted to discuss the issue and whether there are any contributory factors to their child's lack of attendance. Where staff have a mental health concern about a pupil that is also a safeguarding concern, they will inform the DSL and the Child Protection and Safeguarding Policy will be followed. All pupils will be supported with their mental health in accordance with the school's Social, Emotional and Mental Health (SEMH) Policy.

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

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

The school will incorporate an action plan to help any pupils with SEND and/or health issues cope with the stress and anxiety that attending school may cause them. Such plans will be regularly monitored and reviewed until the pupil is attending school as normal and there has been signs of significant improvement.

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

- Holding termly meetings to evaluate any implemented reasonable adjustments.
- Incorporating a support plan.
- Carrying out strengths and difficulties questionnaire.
- Identifying pupils' unmet needs through the Common Assessment Framework.
- Using an internal or external specialist.
- Enabling a pupil to have a reduced timetable.
- Ensuring a pupil can have somewhere quiet to spend lunch and breaktimes.
- Implementing a system whereby pupils 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 one-to-one lessons.
- Tailored support to meet their individual needs.

9. Leave during lunch times

Parents may be permitted to take their child away from the school premises during lunch times with permission from the headteacher – it is at the headteacher's discretion as to whether a pupil will be allowed to leave the premises.

Parents will be required to meet their child at the school office when taking them off the premises – the pupil will be signed out and back in using EntrySign. A member of staff will be available at the school office before the pupil leaves the premises and upon their return to sign them back in.

10. Absent pupils

Children will not be permitted to leave the school premises during the school day unless they are accompanied by an authorised adult. Office staff will request proof to confirm the reason for taking the child out of school eg medical appointment and if possible, children will be expected to return to school after the appointment.

The following procedures will be taken in the event of a child going missing whilst at school:

- The member of staff who has noticed the absent pupil will inform the headteacher immediately
- The office staff will also be informed as they will act as a point of contact for receiving information regarding the search
- A member of staff will stay with the rest of the class, and all other available members of staff will conduct a thorough search of the school premises as directed by the headteacher
- The following areas will be systematically searched:
 - All classrooms
 - All toilets
 - Changing rooms
 - The library

- Any outbuildings
- The school grounds
- Available staff will begin a search of the area immediately outside of the school premises, and will take a mobile phone with them so they can be contacted
- If the pupil has not been found after **5 minutes**, the police will be contacted
- The school will then attempt to contact parents using the emergency contact numbers provided
- The absent pupil's teacher will fill in an incident form, describing all circumstances leading up to the pupil going missing
- If the absent pupil has an allocated social worker, is a looked-after child, or has any SEND, then the appropriate personnel will be informed
- When the pupil has been located, members of staff will care for and talk to the pupil to ensure they are safe and well
- Parents and any other agencies will be informed immediately when the pupil has been located

The headteacher will take the appropriate action to ensure that pupils understand they must not leave the premises, and sanctions will be issued if deemed necessary.

The headteacher will carry out a full investigation and will draw a conclusion as to how the incident occurred. A written report will be produced, and policies and procedures will be reviewed in accordance with the outcome where necessary.

11. Attendance intervention

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

- Establish a range of 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:
 - Sending letters to parents.
 - Engaging with the EWO.
 - Using fixed penalty notices.

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 pupils whom the intervention is designed to target.

The school will acknowledge outstanding attendance and punctuality in the following ways:

- Every week, the class with the best attendance moves a coloured car along the racing track in the hall

- At the end of each half term, the class leading will receive an award such as an extra playtime or popcorn
- Children with 100% attendance at the end of a half term, will receive a special sticker in assembly
- When a child's attendance drops below 90%, they will receive an attendance stamp booklet and collect a stamp from the class teacher every day that they attend school. When they have collected 10 stamps they can exchange them for a prize from the headteacher.

Working with parents to improve attendance

The school will work to cultivate strong, respectful relationships with parents and families to ensure their trust and engagement. Open and honest communication will be maintained with pupils 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 pupils 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 pupil wherever possible to ensure the school has additional options for getting in touch with adults responsible for a pupil where the pupil 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, apart from 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 attendance officer will work collaboratively with the parents/carers to improve attendance by addressing the specific barriers that prevent the pupil from being able to attend school regularly. The school will always take into consideration the sensitivity of some of the reasons for pupil absence and will approach families to offer support rather than immediately reach for punitive approaches.

Where these barriers are related to the pupil's experience in school, e.g. bullying, the attendance officer will work with the headteacher and any relevant school staff, e.g. the DSL and SENCO, to address this. Where the barriers are outside of the school's control, e.g. they are related to issues within the pupil's family, the attendance 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.

12. Persistent absence (PA) and severe absence (SA)

There are various groups of pupils who may be vulnerable to PA or SA, such as:

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

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

- Offering catch-up support to build confidence and bridge gaps.
- Meeting with pupils 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 regular check-ins to review progress and the impact of support.
- Making regular contact with families to discuss progress.
- Assessing whether an EHC plan or IHP may be appropriate.
- Considering what support for re-engagement might be needed, including for vulnerable groups.

The school will focus particularly on pupils 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 pupils are facing.

Where a pupil at risk of PA is also at increased risk of harm, the school will work in conjunction with all relevant authorities, e.g. social services, to support the pupil in line with the school's duty of care. The school will also bear in mind that the continuation of severe PA following intervention may, in itself, constitute neglect, and will escalate any concerns in this regard in line with the Child Protection and Safeguarding Policy.

13. Penalty notices and legal intervention

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

- Holding a formal meeting with parents and the school's point of contact in the School Attendance Support Team.
- Working with the LA to put a parenting contract or an education supervision order in place.
- Engaging children's social care where there are safeguarding concerns.

Where a pupil reaches the national threshold of 10 sessions of unauthorised absence (5 school days) in a rolling period of 10 school weeks*, the school will consider whether a penalty notice is appropriate. Each case will be considered individually to determine whether a penalty notice or another tool or legal intervention should be used to improve attendance.

*A penalty notice must be considered when there are ten sessions (usually equivalent to five school days) of any unauthorised absence within a rolling ten school week period. For example:

- 4 sessions of holiday taken in term time plus 6 sessions of arriving late after the register closes all within 10 school weeks.
- 10 sessions of holiday in one week
- 6 sessions of unauthorised absence taken in 1 week and 1 per week for the next 4 weeks

The period of 10 school weeks can also span different terms or school years.

For Example:

2 sessions of unauthorised absence in the Summer Term and a further 8 within the Autumn Term.

A fixed penalty notice will be issued in line with the LA's code of conduct and the DfE's 'Working together to improve school attendance' guidance.

Penalty notices for unauthorised absences will be charged at £160, reduced to £80 if paid within 21 days.

A penalty notice of £120 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 five days of a fixed period or permanent exclusion. This will be reduced to £60 if paid within 21 days.

Parents will only get up to two fines for the same child in a three-year period. The second fine cannot be reduced to £80. Once this limit has been reached, other action such as a parenting order or prosecution will be considered.

Where attendance still does not improve following a fixed penalty notice, the school will work with the LA to take forward attendance prosecution as a last resort.

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 supporting the pupil 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 pupil, 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 held every 3 months.

Failing to comply with an ESO will result in a fine and decisions will be made about whether further action is required.

14. Monitoring and analysing absence

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

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

- The school cohort as a whole.
- Individual year groups.
- Individual pupils.
- Demographic groups, e.g. pupils from different ethnic groups or economic backgrounds.
- Other groups of pupils, e.g. pupils with SEND, LAC and pupils eligible for pupil premium funding.
- Pupils at risk of PA.

The attendance officer will conduct a 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 attendance officer will provide regular reports to staff across the school to enable them to track the attendance of pupils and to implement attendance procedures. The attendance 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 also benchmark 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.

15. 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 pupils as part of their induction and refresher training.

The governing board will ensure that teachers and support staff receive training in line with this policy as part of their induction. Following this initial training, staff will receive regular and ongoing training as part of their development.

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 pupils who need it

The governing board will provide dedicated and enhanced attendance training to the attendance officer and other staff with specific attendance functions in their role – this will include training regarding interpreting and analysing attendance data and supporting pupils to overcome barriers to attendance.

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.

16. 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 pupil'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 pupils' names are deleted from the admission register. This will be with the exception of pupils 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 pupil's name is being deleted from the admission register, the following information about the pupil will be provided:

- Full name
- Address
- The full name and address of any parent the pupil normally lives with
- At least one telephone number by which any parent the pupil normally lives with can be contacted in an emergency

- If applicable, the pupil's future address, the full name and address of the parent who the pupil is going to live with and the date the pupil will start living there
- If applicable, the name of the pupil's other school and when the pupil began or will begin to attend the school
- The reason under which the pupil'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 pupil and their attendance at any given time. Pupils' attendance will be recorded up until the date that their name is deleted from the admission register.

17. Monitoring and review

Attendance and punctuality will be monitored throughout the year. The school's attendance target is 96 percent – full details of the school's absence levels can be found on the school website.

Any changes made to this policy will be communicated to all relevant stakeholders.

Attendance Monitoring Procedures

Deansbrook Infant School has adopted the following attendance monitoring procedures, to ensure that pupils' attendance meets the expected standard, and effective intervention is provided where pupils' attendance falls below the standard:

1. The HT and attendance officer regularly discuss any children whose attendance is being monitored.
2. If a pupil's attendance falls below 90 percent, a letter is sent home explaining that the pupil's attendance is now being monitored and that the EWO will be informed.
3. If attendance does not improve, parents/carers are required to attend a meeting in school with the attendance officer, the headteacher and the education welfare officer (EWO). Targets are set and the parents/carers are supported to improve attendance.

Attendance Guidelines for Parents and Carers

We follow national and local guidelines in relation to pupil attendance, including authorised and unauthorised absence. Please ensure that you understand and follow these attendance guidelines, to ensure that your child can benefit fully from their time in school. The Headteacher will be happy to answer any questions you may have in relation to them.

The majority of pupils have very good attendance and respond well to the school's initiatives for supporting this, such as individual and class certificates and rewards. There is a strong link between good attendance and achievement throughout a child's school life, so good habits of attendance and punctuality need to start as soon as a child starts school.

LATENESS

- All children should be in school for registration, which is at 8.45am.
- If a child arrives late for any reason, (with the exception of Nursery) the adult who brings them must take them to the school office to register them on the Entrysign system and collect a late token, which the child needs to take to the class teacher.
- The time and reason for lateness will be recorded, and those arriving after 9.05am will be counted as having an unauthorised absence (unless the child has an authorised appointment, e.g. doctor/hospital/dentist, for which an appointment card/letter should be shown).

ABSENCE

- All absences need to be explained by a telephone call or a verbal message to the school office in order to be authorised.
- Reasons for absence are primarily for illness (the child's illness – not that of other family members). Where a child is absent because another family member is ill, this will be recorded as an unauthorised absence.
- Family holidays should not be taken during term time. Absence for any reason will only be authorised in exceptional circumstances and parents can request leave of absence by completing the appropriate form (available from the office or school website) at least 2 weeks in advance. The request must be agreed and the form signed by the Headteacher in order for the absence to be authorised.
- Where a pupil reaches 10 sessions (5 school days) of unauthorised absence (including unauthorised lateness) in a rolling period of 10 school weeks, a fixed penalty notice (FPN) may be issued.
- Ten sessions of any unauthorised absence within a rolling ten school week period such as:
 - 4 sessions of holiday taken in term time plus 6 sessions of arriving late after the register closes all within 10 school weeks.
 - 10 sessions of holiday in one week
 - 6 sessions of unauthorised absence taken in 1 week and 1 per week for the next 4 weeks

- The period of 10 school weeks can also span different terms or school years, eg. 2 sessions of unauthorised absence in the Summer Term and a further 8 within the Autumn Term.
- Penalty notices for unauthorised absences will be charged at £160, reduced to £80 if paid within 21 days.
- Parents will only get up to two fines for the same child in a three-year period. The second fine cannot be reduced to £80. Once this limit has been reached, other action such as a parenting order or prosecution will be considered.
- Where attendance still does not improve following a fixed penalty notice, the school will work with the LA to take forward to attendance prosecution as a last resort. Parents who are prosecuted and attend court because their child has not been attending school may be fined up to £2,500.
- Absence due to religious holidays will be authorised. Where necessary, the school will seek advice from the religious body about whether it has set the day apart for religious observance.
- Only in exceptional circumstances will any other reasons for absence be authorised.
- Unexplained absences will be recorded as unauthorised.

When attendance falls below 90%

- If a child's attendance falls below 90%, the child will be referred to the school's Education Welfare Officer (EWO).
- The school and the Education Welfare Officer will then monitor the child's attendance and the parents/carers will receive a letter explaining that their child's attendance needs to improve.
- If there is no significant improvement after 4 weeks, the parents/carers will be invited to a meeting with the EWO, headteacher and attendance officer. Targets will be set to improve attendance.
- If attendance does still not improve, the EWO will initiate an FPN, an education supervision order or prosecution at a magistrate's court.

Remember:

If your child's attendance at the end of the year is...	Your child would have lost approximately...
95%	9 days
90%	19 days
85%	29 days
80%	38 days
75%	48 days
70%	57 days
65%	67 days