



TRUST PUPIL ATTENDANCE POLICY

The CEO will review this policy on a 2 yearly cycle, or on receipt of updated guidance

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Colleagues affected by this Policy:	All stakeholders
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All attendance policies for organisations in the SVT should meet the requirements of this framework.

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1. Sea View Trust Attendance Aims

This policy aims to show our commitment to meeting our obligations with regards to school attendance, including those laid out in the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#), through our whole-school culture and ethos that values good attendance, including:

- 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
- Ensuring equality and fairness of treatment for all (in accordance with the Equality Act 2010)
- Building strong relationships with families to make sure pupils have the support in place to attend school

We will also promote and support punctuality in attending lessons.

2. Legislation and guidance

This policy is based on the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#) 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 3 of the [Education Act 2002](#)
- Part 7 of the [Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, and 2016 amendments\)](#)
- [The School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013 and the 2024 amendment](#)

It also refers to:

- [Keeping Children Safe in Education](#)
- [Mental health issues affecting a pupil's attendance: guidance for schools](#)
- [Equality Act 2010](#)

This policy also complies with our trust's funding agreement and articles of association.

3. Roles and responsibilities

3.1 The Role of the Trust Board

The Sea View Trust Full Board and Curriculum Quality and Standards (CQ&S) Committee are responsible for:

- Setting high expectations of attendance for all pupils attending Trust schools
- Making sure school leaders fulfil expectations and statutory duties
- Recognising and promoting the importance of school attendance across the Trust policies and ethos
- Making sure the Trust has high aspirations for all pupils, but adapts processes and support to pupils' individual needs
- Regularly reviewing and challenging attendance data and helping Trust leaders focus improvement efforts on individual pupils or cohorts who need it most,
- Working with Trust leaders to set improvement targets for attendance and monitoring progress
- Monitoring attendance figures for the whole Trust and repeatedly evaluating the effectiveness of the school's processes and improvement efforts to make sure they are meeting pupils needs
- Holding the Headteachers and LGCs to account for the implementation of this policy
- Identifying and monitoring attendance patterns across the trust's schools to identify common issues and barriers, and share effective practice between schools

3.2 The Local Governing Committee

The Sea View Trust Local Governing Committees for each academy are responsible for:

- Setting high expectations of all school leaders, staff, pupils and parents
- Setting high expectations of all school leaders, staff, pupils and parents
- Making sure school leaders fulfil expectations and statutory duties, including:
 - Making sure the school records attendance accurately in the register, and shares the required information with the DfE and local authorities
 - 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, at LGC meetings
- Monitoring attendance figures for the whole school and repeatedly evaluating the effectiveness of the school's processes.
- Where the school is struggling with attendance, working with school leaders to develop a comprehensive action plan to improve attendance ensuring that school leaders are doing everything possible to improve attendance
- 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

3.3 The Headteacher

The Headteacher is responsible for:

- The implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary and/or authorising in partnership with LA staff to be able to do so
- Working with the parents (please refer to 3.9 for definition of 'parent') 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 through all available channels
- Sharing information from the school register with the local authority, including:
 - Notifying the local authority/ Education Welfare Officer (EWO) when a pupil's name is added to or deleted from the school admission register outside of standard transition times
 - Providing the local authority/ Education Welfare Officer (EWO) 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/ Education Welfare Officer (EWO) with the details of pupils who the school believes will miss 15 days consecutively or cumulatively because of sickness

3.4 The Trust Central Team

The Trust Central Team are responsible for:

- Driving attendance improvement across the trust
- Providing monthly Attendance Reports to the Headteacher Board
- Providing termly Attendance Reports to the Trust Board, CQ&S
- Working more intensively with schools who require support to improve attendance
- Acting as a central contact point for schools with attendance queries
- Liaising with the DfE's regional teams for advice about wider support programmes

3.5 Important RLA Support Contacts for You

RLA's Absence Hotline is 01253763414, Option 1

RLA's Main Office is 01253763414, Option 2 (Administration Team)

RLA's School Support Team is 01253 763414 Option 3

Blackpool's Pupil Welfare Service is 01253 476478.

RLA's Designated Attendance Lead is Mr P Osborne (Headteacher)

RLA's Attendance Officer is Miss C Hall

Blackpool's Children's Social Care is 01253 477299

Our Pupil Welfare Officer (PWO) is Mrs Karen Manning

The designated senior leader for attendance is responsible for:

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

3.6 The school attendance officer

RLA's attendance officer is Miss Hall and can be contacted via c.hall@revoe.svt.org.uk, admin@revoe.svt.org.uk or 01253 763414

The school attendance officer at each school is responsible for:

- Monitoring and analysing attendance data (see section 7)
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance, the Headteacher.
- Working with education welfare officers to tackle persistent absence
- Advising the Headteacher when to issue fixed-penalty notices

3.7. Class Teachers

All 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 on the same day.

3.8 School Admin staff

School Admin 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 attendance officer and/or RLA's Family Support Team where appropriate, in order to provide them with more detailed support on attendance

3.9 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)

The expectations of our parents and carers:

We know that ensuring your child has excellent attendance and punctuality at school can be hard at times. But, it is a Parent or Carer's legal responsibility (Section 444 of the 1996 Education Act). Therefore, all Parents and Carers are expected to:

- Notify our office staff of all absence messages and not via class teachers or class dojo, please

- Ensure that your child has excellent attendance and punctuality. Contact RLA by phone or email if your child is going to be late or absent, giving the reason. Contact our Attendance Lead or School Family Support Team if the reason is a sensitive one;
- Ensure that our main office has up to date contact numbers and details at all times. At RLA, we require that a minimum of 2 emergency contact details are provided for health and safety reasons;
- Ensure routine non-emergency medical, dental and other appointments are made outside school hours;
- Contact school by 8.45 am on the first day of absence, if your child is unable to attend, giving an indication of the expected duration and return date to school.
- If a text message or phone call is received as a result of your child's absence, it is important that you respond quickly to ensure your child is appropriately safeguarded.
- We want your child to be able to 'Respect All, Learn Together and Achieve Excellence', our mission statement. Ensure that your child attends every day that RLA is open, except when an unavoidable event or a statutory reason applies.
- Only request leave of absence in exceptional, unavoidable circumstances and do so in advance.
- Seek support, where necessary, for maintaining good attendance, by contacting RLA to request help and to engage with support provided.

4. Recording attendance

4.1 Attendance register

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

We will take our attendance register at the start of the first session of each school day and, which at the beginning of the 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 an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- 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:

- For pupils of compulsory school age, 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.

Important RLA timings:

- ***Morning Nursery sessions start at 8.30am and finish at 11.30am***
- ***Afternoon Nursery sessions start at 12.20pm and finish at 3.20pm.***
- ***Registers close after 15 minutes of the session start time.***

- ***Reception starts at 8.45am and ends at 3.10pm.***
- ***Year 1 to Y6 School (including Learning Gardens) starts at 8.45am and ends at 3.15pm, unless attending clubs.***
- ***A school child arriving between 9.01am – 9.15am is marked late (L code) and a child arriving after 9.15am, will receive a 'U code', which will be classified as an unauthorised absence for the morning session.***

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 8:45am or as soon as practically possible, by calling the school on 01253 763414

If there are doubts about the authenticity of the illness, RLA 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.

If RLA is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents will be notified.

4.3 Planned absence

To support good attendance and your child's learning, we strongly encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary. Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies RLA in advance of the appointment and evidence is provided.

The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to 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 receive a 'U code', which will be classified as an unauthorised absence for the morning session.

The Trust encourages all schools to run monitoring Reports using Arbor and to scrutinise the data to identify punctuality issues. Concerns regarding punctuality will be shared with parents and carers; RLA will provide support where appropriate.

4.5 Following up unexplained absence and lateness

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

- Call the pupil's parent or carer 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 schools may contact other agencies for example: Pupil Welfare Service
- Identify whether the absence is approved or not
- Identify the correct attendance code to use (see Appendix 1 for details) 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, however, in exceptional circumstances, it may be later than 5 working days

- Call the parent on each day that the absence continues without explanation, to make sure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving a pupil welfare officer
 - Where appropriate, offer support to the pupil and/or their parents to improve attendance
 - Identify whether the parent and or 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, apply appropriate sanctions
- In addition:
- We monitor all pupil attendance and punctuality daily using electronic registration (Arbor), supported by our Inventory system for recording absences during the school day. Vulnerable groups are provided with timely and focused support at the earliest opportunity.
 - If a child arrives late, they must attend our main office on Lune Grove, giving the reason for their child's absence. This is recorded on our systems. If a family is supported by other services, RLA staff will inform that agency on the day of absence.
 - If a child fails to arrive for an afternoon session, the class teacher's duty is to find out the child's location and inform the Office immediately. A senior member of staff will be contacted by the Office for further action.
 - Working with our allocated Pupil Welfare Officer and the Pupil Welfare Team we implement early contact and intervention when a concern or absence is identified. Our Attendance team will attempt to contact parents and carers of each absent child. If no contact is achieved, home visits and requests to Pupil Welfare is initiated to ensure safeguarding contact is made and to establish the reason for absence.
 - Phone and text messages to contact RLA urgently are left with families if still no contact. This process is continued until contact is made or if the case is reviewed to assess the level of safeguarding concern. Relevant staff are informed of actions.
 - Home visits will be carried out by our Attendance Lead and a member of the School Family Support Staff and for safeguarding purposes, staff will request to see pupils who are absent from school. If there is no response at home, a calling card will be left, it is important that parent/carers contact school on receipt of this card.
 - In exceptional circumstances, we will also use video calling to have sight of the child for safeguarding purposes.
 - For a child whose attendance is a concern, a meeting with LA PWO and school will be held, so that agreed actions, resulting in a rapid improvement in the child's attendance, can be agreed.
 - Registers are amended for late arrivals by the attendance lead. Reasons as to why your child arrives late will be discussed - you will be contacted to ensure that you are aware of your child's poor punctuality. Persistent, poor punctuality will not be tolerated and may result in the PWO being involved to resolve the reasons behind the lateness.
 - Attendance and punctuality is regularly discussed with pupils. Pupils have opportunities to discuss their attendance or punctuality with staff: verbally during soft landings; whilst completing interventions and during focused conversations as well as whole class discussions.

4.6 Reporting to parents and what parents can expect from RLA

- Our foundation for securing excellent attendance and punctuality is to make RLA a calm, safe and nurturing environment where all pupils want to belong; and are keen and ready to learn. We co-produce, publish and promote our clear school attendance and punctuality policy on our website, which all stakeholders and wider community can access and understand. Working with all stakeholders, we promote and maintain a positive whole school culture that expects excellent attendance and punctuality.
- We set a target for all pupils and families to **aim for 100% attendance and no late arrivals** with the expectation that all pupils achieve at least 95% attendance. Poor attendance is a proven factor of low

levels of academic progress and low levels of self-esteem and well-being. Such pupils also have difficulty making positive relationships with friends and staff.

- Children will have many opportunities to have their good attendance celebrated through: assemblies; prize draws; displays and half-termly badges.
- Parents and Carers are kept informed of pupil attendance and punctuality through RLA's attendance procedures, termly progress reports, individual letters and meetings, when required.
- Attendance concerns may lead to Pupil Welfare involvement, potential penalty fines and potentially legal proceedings and prosecution.
- All teaching staff complete attendance registers. The Headteacher will ensure that RLA has robust and rigorous daily processes to follow up absence and lateness.
- We also have a supportive and skilled School Family Support Team who can provide guidance, expertise and help to families who need it. This may also lead to further referrals to other supportive agencies to assist with your child's attendance such as Early Help.
- The school will regularly inform parents about their child's attendance and absence levels. This will be undertaken termly by sharing paper copies of each child's attendance certificate along with information regarding the wrap around support that is offered by the school family support team should parents/carers wish to discuss their child's attendance.

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

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

The Headteacher will only grant a **leave of absence** to a 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
- 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 'one off events which are unavoidable' these are applied at the discretion of the Headteacher who may seek guidance from the Central Team.

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 highly 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 (Appendix 2 of the Policy). The Headteacher may require evidence to support any request for leave of absence, this may include a formal meeting with parents to discuss the planned absence.

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
 - Parent(s) travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision
 - If the pupil is currently suspended or excluded from school (and no alternative provision has been made)
- Other reasons the school may allow a pupil to be absent from the school site, which are not classified as absences, include (but are not limited to):
- Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school
 - Attending another school at which the 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 or a lack of access arrangements.

5.2 Sanctions

Our Trust will make use of the full range of potential sanctions – including, but not limited to, those listed below – to tackle poor attendance. Decisions will be made on an individual, case-by-case basis.

Penalty notices

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

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

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

- Whether the national threshold for considering a penalty notice has been met (10 sessions 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 (**neither Revoo Learning Academy nor the Sea View Trust receive any money collected through penalty notices**), 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, are not subject to the same considerations about support being provided, and do not count towards the limit as part of the escalation process.

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

Notices to improve

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

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

They 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 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

5.3 Unacceptable reasons for absence or lateness

- Unacceptable or false reasons for missing school will not be tolerated at RLA. They will be recorded as unauthorised absence. These include: no uniform; term time holidays; shopping; sleeping in; concerts; birthdays; hair-cuts; recreational activities, hobbies and interests, bad weather; and poorly planned parenting arrangements.

5.4 How we manage Attendance and Punctuality at RLA

- We monitor all pupil attendance and punctuality daily using electronic registration (Arbor), supported by our Inventory system for recording absences during the school day. Vulnerable groups are provided with effective support at the earliest opportunity.
- If a child arrives late, they must attend our main office on Lune Grove, giving the reason for their child's absence. This is recorded on our systems. If a family is supported by other services, RLA staff will inform that agency on the day of absence.
- If a child fails to arrive for an afternoon session, the class teacher's duty is to find out the child's location and inform the Office immediately. A senior member of staff will be contacted by the Office for further action.
- Working with our Pupil Welfare Officer, Mrs Manning, we implement early contact and intervention when a concern or absence is identified. Our Attendance team will attempt to contact parents and carers of each absent child. If no contact is achieved, home visits and referrals to Pupil Welfare are made to ensure safeguarding contact is made.
- Phone and text messages to contact RLA urgently are left with families if still no contact. This process is continued until contact is made or if the case is reviewed to assess level of safeguarding concern. Relevant staff are informed of actions.

- Home visits will be carried out by our Attendance Lead and a member of the School Family Support Staff and for safeguarding purposes, staff will request to see pupils who are absent from school. If there is no response at home, a calling card will be left, it is important that parent/carers contact school on receipt of this card.
- For a child whose attendance is a concern, a meeting with LA PWO and school will be held, so that agreed actions, resulting in a rapid improvement in the child's attendance, can be agreed. Failure to attend such meetings may result in a fixed penalty notice fines, legal or Social Care actions.
- Registers are marked for late arrivals by our attendance lead. Reasons as to why your child arrives late will be investigated - you will be contacted to ensure that you are aware of your child's poor punctuality. Persistent, poor punctuality will not be tolerated and will result in the PWO being involved to resolve the reasons behind the lateness.
- Attendance and punctuality is regularly discussed with pupils. Pupils have opportunities to discuss their attendance or punctuality with staff: verbally during soft landings; and whilst completing interventions as well as whole class discussion

5.5 How We Improve Attendance and Punctuality together

- Class staff meet and greet the children and take electronic registers, promptly, morning and afternoon
- Teachers share their class ARBOR attendance statistics and celebrate positive trends, improvements and goals
- Registers are checked immediately for absent and late children and reasons are vigorously pursued
- Attendance staff make contact with absent children's parents or carers
- We record when a child is late and work with families to reduce any and all unacceptable levels of lateness
- We conduct home visits for absent children, particularly when we have unexplained absences or lateness
- We report absences and lateness to Pupil Welfare and other relevant third parties on a daily basis, as part of our Safeguarding Offer
- We meet with parents to support resolve the child's barriers to attending
- We celebrate and reward excellent attendance and punctuality through assemblies, awards and incentives
- We regularly update parents and carers on their child's attendance and punctuality and co-produce actions to improve
- We analyse data and identify cohorts and groups requiring support and address proactively
- Meet the teacher appointments planned in advance
- RLA's newsletter
- Parents'/Carers' evenings
- Most children at RLA attend very well and are punctual every day. If you know ways to improve what RLA already does to raise children's attendance and punctuality, please let us know - pop along to our chill and chat meetings each Wednesday 2pm or contact us on Dojo if it's easier for you. Thank you.

5.6 How Blackpool Local Authority's Pupil Welfare Service supports RLA to improve Attendance and Punctuality

- Blackpool Council makes attendance and punctuality improvement a key focus of all frontline services.
- Pupil Welfare Officers support RLA's strategies to improve attendance and punctuality by challenging and supporting families in the removal of barriers to excellent attendance and punctuality.
- Blackpool Council, through a service agreement, provide RLA with a named point of contact in the Pupil Welfare Team who acts as an expert critical friend and strategic improvement partner, Mrs Karen Manning.
- The Pupil Welfare team offers opportunities for RLA and all schools in Blackpool to share effective practice.

6. Strategies for promoting attendance

- All punctual and high attending children (95%+) are entered into regular prize raffles and there is a weekly attendance and punctuality draw.
- A half termly attendance badge competition is in place for all children with 95%+ attendance for the half term.
- Excellent attendance and punctuality is celebrated in a weekly Assembly. These children are recognised and presented with certificates and prizes.
- We celebrate 100% attendance by presenting children with award certificates and prizes as well as inviting the children to attend the annual 100% party celebrations.
- Class Teachers once a week during registration, shares class attendance and compares against previous weeks/ months highlighting positive trends.

7. Supporting pupils who are absent or returning to school

7.1 Pupils absent due to complex barriers to attendance

Where a pupil is **absent due to complex barriers to attendance** school staff will work proactively and compassionately with families in the spirit of 'working together to improve school attendance' (DfE, 2024) to agree a realistic plan to support the pupil. This may include homework, access to internal and external specialist support, bespoke packages and reduced timetables etc.

7.2 Pupils absent due to mental or physical ill health or SEND

Where a pupil is absent due to mental or physical ill health school staff will work proactively and compassionately with families and health professionals in the spirit of 'working together to improve school attendance' (DfE, 2024) to agree a realistic plan to support the pupil.

RLA 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 medical plans that have been implemented. The school will secure additional support from external partners to help bolster attendance where appropriate.

Where RLA 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 Designated Safeguarding Lead and RLA's Safeguarding and Child Protection 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. Relevant referrals and signposting to external agencies will also be considered.

Where a pupil has an education health and care (EHC) plan and their attendance falls, or the school becomes aware of barriers to attendance that relate to the pupil's needs, the school will inform the local authority.

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

If a pupil is unable to attend school for long periods of time due to their health, RLA 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 the 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 identified attendance issues, the school may consider:

- Holding termly meetings to evaluate any implemented reasonable adjustments.
- Incorporating a pastoral 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.
- Soft landings
- Phased returns to school where there has been a long absence.
- Small group work or on-to-one lessons.
- Tailored support to meet their individual needs.

7.4 Young Carers

The Trust understands the difficulties that face young carers, and schools will endeavour to identify young carers at the earliest opportunity, as well as through their time at the school. A caring and flexible approach will be taken to the needs of young carers and the circumstances of each pupil identified as a young carer will be examined on a case-by-case basis, involving other agencies as appropriate.

The school, in conjunction with relevant authorities, will implement support for pupils who are young carers, to encourage their sustained and regular attendance at school in line with the school's expectations.

7.5 Children who are not collected at the end of the day

- Staff will take any child left to the School Family Support Worker's office who will remain with them until they are collected or they are passed on to a School Family Support Worker or member of SLT. Any child left uncollected after 3.45pm, unless attending a club, will be passed on to the Pupil Welfare Service or Social Care Service for safeguarding protection. This same process applies for children who are not collected after extra-curricular events.

8. Attendance monitoring

The Trust will monitor attendance data monthly

8.1 Monitoring attendance

The Trust will monitor attendance and absence data (including punctuality) monthly, termly and yearly across the school and at a school and Trust level.

School leaders monitor attendance and absence data (including punctuality) weekly, monthly, termly and yearly across the school at an individual pupil, class, year group and cohort level.

Our attendance lead shares a daily record of absences across school with all relevant leaders and Pupil Welfare Officer

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

Trust schools have granted the DfE access to their management information system so the data can be accessed regularly and securely.

Data will be collected weekly 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 Trust will benchmark its attendance data at whole school level against Trust, regional, and national data to identify areas of focus for improvement, and share this with Headteachers and LGCs.

8.2 Analysing attendance

RLA will:

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

The Trust will:

- Identify attendance patterns across the trust to identify common issues and barriers and share effective practice between schools

8.3 Using data to improve attendance

RLA 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 it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence, and their families (see section 8.4 below)
- Provide regular attendance reports to class teachers to facilitate discussions with pupils and families
- Provide regular attendance reports to the governing board and school leaders
- 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

8.4 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 Trust's strategy for improving attendance.

RLA 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:
 - o Discuss attendance and engagement at school
 - o Listen, and understand barriers to attendance
 - o Explain the help that is available
 - o Explain the potential consequences of, and sanctions for, persistent and severe absence
 - o 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 5.2, above)
- Pupil Welfare involvement and support
- Supportive meetings are held at RLA with parents, carers and staff to co-produce a plan of support and expectations
- We review the impact of the plan of support and adjust it if it is not supporting rapid improvement.

9. Monitoring arrangements

This policy will be reviewed as guidance from the local authority and/or DfE is updated, and as a minimum annually by CEO and Trust Attendance Lead. At every review, the policy will be approved by the full Board of Trustees.

10. Links with other policies

This policy links to the following policies and legislation:

- RLA's Safeguarding and Child Protection policy
- RLA's Behaviour policy

Appendix 1: Attendance Codes

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

Code	Definition	Scenario
/	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	<p>Pupil is unable to attend as they are:</p> <ul style="list-style-type: none"> • 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

The Sea View Trust Parental Request form for leave due to exceptional circumstances.
Please note that completing this application does not guarantee that it will be granted



Date of request:

Name of Children:	First Name	Surname	Year Group/Class
If this request is for a holiday please list who is going			
1 st date of school absence:		Last day of absence:	
Length of absence applied for (number of school days only):			
Siblings in other schools: Please note this request information will be shared with the attendance lead in the school in which the sibling/s attend	First Name	Surname	School
Contact Details			
Parents: (eg. Mother, Father, Grandparent, Carer):	First name:	First name:	
	Surname:	Surname:	
	DOB:	DOB:	
	Address:	Address:	
	Postcode:	Postcode:	
	Email:	Email:	
	Home phone number:	Home phone number:	
	Mobile:	Mobile:	
	Alternative number while away:	Alternative number while away:	
Reason for absence including full explanation (use a separate sheet of paper if necessary) The exceptional circumstances are...			
Point of departure (eg. Airport, Coach, Train Station etc.):		Destination:	

Parent's Full Name:

Parent's Signature:

Date:

For School use only

Any previous request:

Is the requested absence during exams:

Do the contact details for Parents match those held on our system:

No/Yes

Yes/No

Yes/No

Notes:

Notes:

Notes:

Reason for refusal/Comments:

Authorised	Approved		for School days	
Unauthorised	Not approved		for School days	
Headteacher Signature				