REGISTER INSPECTION

The framework below forms the basis of a Register Inspection which will be carried out by VIP Education representative (under Regulations 10 and 11 of The Education (Pupil Registration) (England) Regulations 2006 (amended) 2010). The purpose of a Register Inspection is to ensure that the school is fully complying with the legal requirements relating to the keeping of both the admissions register and the attendance register.

Where it exists, a note has been added to the header of each section detailing where the legal requirements can be found.

On completion of the Inspection, recommendations may be made.

Whole School Attendance: 81.97%   Authorised Absence: 17.4%   Unauthorised absence: 0.72%

comparative data primary school as of 11/4/2025   : National : 87.10%

Staffs: 90.0%

School – Saxon Hill School	School attendance target no attendance target set by school. Trusst set a target of national average SEN attendance currently 87.1%
Date competed 16/5/2025	Completed by – Amy Cooling- Education Welfare Officer- VIP
	Suzanne Walters- Deputy Headteacher
Maintained/Academy: Academy	Faye Pitchford- Admin Officer/Attendance

NUMBERS ON ROLL –	
Total number of pupils on roll.	Academic Year 2024/2025 until 16/5/2025 133
Number of pupils dual registered.	0 pupils dual
Number of pupils with Persistent Absence.	43 56.7%
Number of pupils de-registered to Electively Home Educate.	0 Recommendation – For future reference School to use administrative practice and post pupils CTF using S2S system If the destination is not known, schools should upload CTF file using XXX for the destination LA and XXXX as the destination school number. If a file is rejected, schools should recode the file MMMMMMM. If a pupil arrives in your school and you do not know the previous school, contact your LA who are able to search the database.
Number of pupils de-registered and referred to CME.	0

PUPIL INFORMATION – Schools are required to keep admission registers by law. They can be kept in hard copy or electronic form but must be legible and open to inspection and auditing.

Which electronic management system does the school use to record pupils' personal information?	Arbor			

Does the school record the following information: The admission register (sometimes referred to as the school roll) must contain specific personal details of every pupil in the school along with their starting date, information regarding parents, and details of the school last attended.

Day, month and year of admission or re-admission to the school?	Yes			Sample of students chosen from Arbor on 16/5/2025– details checked and found completed appropriately on education history
Name and address of the school last attended, if any?	Yes			Sample of students chosen from Arbor on 16/5/2025– details checked and found completed appropriately on education history
Full name of the pupil?	Yes			Sample of students chosen from Arbor on 16/5/2025– details checked and found completed appropriately on student profile
Where pupils have a 'preferred' name, is it clear which name is the legal name?	Yes			Sample of students chosen from Arbor on 16/5/2025- details checked and found completed as appropriate on identity.
Pupils gender?	Yes			Sample of students chosen from Arbor on 16/5/2025– details checked and found completed appropriate on identity.
Day, month and year of pupil's birth?	Yes			Sample of students chosen from Arbor on 16/5/2025– details checked and found completed as appropriate on identity.
Full name and address of every person known to be a parent of the pupil.		Partly		Sample of student chosen from Arbor on 16/5/2025 – parent who pupil resides with are displayed under guardian section. School to ensure that they have both parents' information who have parental responsibility regardless as to whether they live with the child.
Telephone number of who the pupil normally lives with and at least two emergency contact of a parent or responsible adult.		Partly		Sample of students selected and viewed from Arbor – details checked and found to be partly correct School needs to ensure that both parents with Parental Responsibility are recorded on Arbor Data collection completed to ensure this process
Are there clear indicators as to who has Parental Responsibility?		Partly		Sample of students chosen from Arbor 16/5/2025 – details checked and found completed as appropriately. Recorded on Family, Guardian and Contacts School needs to ensure that both parents with Parental Responsibility are recorded on Arbor Data collection completed to ensure this process
Additional emergency contacts?	Yes			School ensures that pupils have at least two emergency contact. For single parent families school ensure another family member of friend is recorded.

Where appropriate, do the school records show any orders in place. e.g., court orders, child protection plans, school attendance orders?	Yes			Sample of students chosen from Arbor– School safeguarding team are aware of court orders, and this is recorded on My concern, School ensures that a flag is placed on Arbor and a summary of need-to-know information is seen by users.
How often are the above details updated?	To be completed			

INDUCTION AND TRANSITION PROCEDURES

What induction procedures are undertaken with new pupils?				Pupils are allocated to Saxon Hill through EHCP and Staffordshire SEN processes Prior to start date pupils and parents are invited to open evening, visit and meetings in school. Welcome packs are also given to all new parents. Information about the school is also available through the school website. Contact is made with previous schools if appropriate and information regarding SEND and safeguarding shared

ADMISSIONS AND LEAVERS

Are pupils put on roll from the first expected session? (not the first time the pupil crosses the threshold)? Regulation (5)(3)	Yes			Yes, pupils are put on roll from the day they are expected through pre-admission School follows appropriate admissions and safeguarding procedures if a pupil fails to attend as expected.
For midterm transfers, does the school notify the LA within 5 days of admitting a child onto the school registers if this is outside normal transition years (not reception and Year 7)?	Yes			Pupils are admitted through EHCP process and through Staffordshire SEND team
Are onward destinations known for all leavers and do school follow the protocol re: notification to LA? Are reasons for removal from roll in line with those laid out in The Education (Pupil Registration) Regulations 2006?	Yes			Yes, all forward destinations are known through EHCP process.

ATTENDANCE REGISTERS

Is there a first day response procedure in place.		Partly		First day absence procedure completed by 9.30am. School initially contact parent by phone call and send follow up text messages and voicemails no reason is provided. Further phone call are continued throughout the school day. Headteacher completes home visit if unable to make contact

Whose responsibility is it to undertake and the follow this up (in accordance with attendance procedural framework)? What time is FDR undertaken by?				Headteacher/DSL check attendance ensure all emergency contacts are accessed and complete home visits as necessary Recommendation School made aware that in line with VIP contact safe and well checks can be requested from EWO if unable to make contact.
Are registers taken am and pm?	Yes			Yes- registers observed to be taken during AM and PM sessions. At .9am in the morning and 1.30pm in afternoon .
Are registers formally closed after am and pm registration periods?	Yes			Yes- registers are formally closed 30 minutes after registration. Registers are closed (AM 9.30am/PM 1.45pm)
CODE USAGE relevant legislation: The Education (Pupil Registration) Regulations 2006 (Amended) 2010: Regulation (6)				
Are the codes used correctly within DfE guidelines?	Yes			
/ \ Present at the school.				Present codes observed to recorded correctly
Code N: Reason for absence not yet established		0		Schools try to ensure that unexplained and unexpected absence are cleared daily. **This code is classified for statistical purposes as unauthorised absence**
Code K: Attending education provision arranged by the local authority	Yes	0		School currently has no K codes recorded. School is aware that the code is for education provision provided by the local authority. School to ensure plan is in place for a student on a section 19 and that safe and well checks by school. **This code is classified for statistical purposes as attending an approved educational activity.**
Code V: Attending an educational visit or trip	Yes	O		No V codes currently recorded. School is aware of code and usage. **This code is classified for statistical purposes as attending an approved educational activity.**
Code P: Participating in a sporting activity	Yes	0		School currently have 0 P codes recorded School to ensure that P code is used only when sporting activities are organised and supervised by school and where pupils are safeguarded appropriately. P code usage discussed P code used from trampolining and hydro/physiotherapy arranged and attended by school as part of EHCP.

				This code is classified for statistical purposes as attending an approved educational Activity
Code W: Attending work experience	Partly	0		O W codes recorded. School to ensure W code is used when work experience is arranged by school and appropriate safeguarding guarantees have been put in place **This code is classified for statistical purposes as attending an approved educational activity.**
Code L: Late arrival before the register is closed	Yes	72		School is aware of the code and are using the code effectively. School use the L code when a pupil is absent when the register started being taken but arrives before the register is closed. School request that all late pupils enter through school office and parents record reason for lateness **This code is classified for statistical purposes as attending.**
Code U: Arrived in school after registration closed	Partly	108		School is aware of the code and are using the code effectively when a pupil has arrived late after the register has closed. High Number of U codes. School to ensure repeated U codes are challenged and appropriate support has been offered/ letters have been sent to parents/referrals are made to LA following 10+ U codes in a timely manner. Recommended; Weekly U code report to be obtained from SIMS to ensure U code manage appropriately **This code is classified for statistical purposes as unauthorised absence.**
Code M: Leave of absence for the purpose of attending a medical or dental appointment	Yes	933		School is aware of the code and are using the code effectively, High number of M codes due to nature of school and school population. School to encourage parents to make appointments out of school hours. Where this is not possible, parents are asked for evidence of appointment and encouraged to take as little time as possible out of school. **This code is classified for statistical purposes as authorised absence.**
Code I: Illness (not medical or dental appointment)	Partly	3314		School is aware of the code and use robustly when a pupil unable to attend due to illness (both physical and mental health related). School advises parents to notify them on the first day the child is unable to attend due to illness and every day of absence. High Number of I codes. Due to school and population.

				This code is classified for statistical purposes as authorised absence.
Code J1: Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution	Yes	0		School is aware of code and its appropriate usage, however, have yet to use since code was established. **This code is classified for statistical purposes as authorised absence.**
Code S: Leave of absence for the purpose of studying for a public examination	Yes	0		School is aware of the code, however, is not used at this setting due to age of pupils **This code is classified for statistical purposes as authorised absence.**
Code T: Parent travelling for occupational purposes	Yes	0		School is aware of the code, however, currently have no pupils T coded School are aware that the pupil must be a mobile child and their parent(s) is travelling during their trade or business and the pupil is travelling with them. A mobile child is a child of compulsory school age who has no fixed abode and whose parent(s) is engaged in a trade or business of such a nature as to require them to travel from place to place. School to seek advice from EWO or Caroline Escott local authority advisor for gypsy, roma and traveller families **Whilst for statistical purposes this is counted as authorised absence,**
Code G: Holiday not granted by the school	Partly	110		School observed to use G code appropriately. The code is used when leave of absence is not granted and the pupil is absent for the purpose of a holiday. . Where the school has not granted a leave of absence for the purpose of a holiday, but the parents still take the child out of school, or the child is kept away longer that the period of leave granted, a fixed penalty fine is requested. Recommendation- It is recommended that school consider all leave of absence application on a case-by-case basis and when exceptional circumstances are deemed absence to be recorded as C code, School to keep example case studies of cases of exceptional circumstances to discuss with Ofsted as necessary. **This code is classified for statistical purposes as unauthorised absence.**
Code D: Dual registered at another school	Partly	0		School is aware of the code **This code is classified for statistical purposes as not a possible attendance to avoid double counting.**

Code C: Leave of absence for exceptional circumstance	Yes	284		School uses the C code appropriately their discretion. For example, for family funerals, agreed family holiday and bereavement High Number of C codes used. School to only use C code in exceptional circumstances and where no other code is appropriate **This code is classified for statistical purposes as authorised absence.**
Code C1: Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.	Yes	0		School is aware of the code, however, have not needed to use the code since introduction in August 2024 **This code is classified for statistical purposes as authorised absence.**
Code C2: Leave of absence for a compulsory school age pupil subject to a part-time timetable	Yes	196		School is aware of the code and have used as appropriate for part-time timetables When using C2 code school and a parent who the pupil normally lives with have agreed that, exceptionally, the pupil should temporarily be educated only part-time and have agreed the times and dates when the pupil will, during the period of temporary part-time education, be expected to attend the school. A contract is in placed that is signed and dated by parents and regular reviews are completed with relevant parties **This code is classified for statistical purposes as authorised absence.**
Code X: Non-compulsory school age pupil not required to attend school	Yes	0		**School is aware of code and use in line with guidance.** **Under compulsory school age** - In cases where a parent wishes their child to begin school on a part-time basis in line with the school admissions code, schools maintained by a local authority and special schools not maintained by a local authority may give leave of absence for sessions the pupil is not expected to attend. . **This code is classified for statistical purposes as not a possible attendance.**
Code E: Suspended or permanently excluded and no alternative provision made	Yes	0		School is aware of code and use appropriately. School used the E code when a pupil is suspended from school or permanently excluded from school, but their name is still entered in the admission register, and no alternative provision has been made for the pupil to continue their education. When a pupil of compulsory school age is suspended or permanently excluded on disciplinary grounds from a maintained school, alternative

				provision must be arranged from the sixth consecutive school day of any suspension or permanent exclusion. Where alternative provision is made for the session in question and the pupil is attending it, schools should record this using the appropriate attendance code D (dual registered at another school). **This code is classified for statistical purposes as authorised absence.**
Code Q: Unable to attend the school because of a lack of access arrangements	Yes	0		School is aware of the code. However currently have no pupils lack access arrangements **This code is classified for statistical purposes as not a possible attendance.**
Code Y1: Unable to attend due to transport normally provided not being available	Yes	0		School is aware of the code and has used the code as appropriate. **Information: Walking distance** In relation to a child under the age of 8, means 2 miles, and for a child of 8 or above, means 3 miles. In each case measured by the nearest available safe route.
Code Y2: Unable to attend due to widespread disruption to travel	Yes	0		School is aware of code, however, has no circumstances to use since its introduction in August 2024. **This code is classified for statistical purposes as not a possible attendance.**
Code Y3: Unable to attend due to part of the school premises being closed	Yes	0		School is aware of code, however, has no circumstances to use since its introduction in August 2024. **This code is classified for statistical purposes as not a possible attendance.**
Code Y4: Unable to attend due to the whole school site being unexpectedly closed	Yes	0		School is aware of code, however, has no circumstances to use since its introduction in August 2024. **This code is classified for statistical purposes as not a possible attendance**.
Code Y5: Unable to attend as pupil is in criminal justice detention	Yes	0		School is aware of code, however, has no circumstances to use since its introduction in August 2024. **This code is classified for statistical purposes as not a possible attendance.**
Code Y6: Unable to attend in accordance with public health guidance or law	Yes	0		School is aware of code, however, has no circumstances to use since its introduction in August 2024.

Code Y7: Unable to attend because of any other unavoidable cause	Yes	0		. School is aware of code, however, has no circumstances to use since its introduction in August 2024. Y7 code discussed. Code to be used when unable to attend due to lack of availability of nhs staff. School wish to document frequency of occasion when this is having an impact on the child and their education. **This code is classified for statistical purposes as not a possible attendance**.
Code Z: Prospective pupil not on admission register	Yes	0		School i aware of the code, however, have not used during academic year 2024/2025 **This code is not collected for statistical purposes.**
# Planned whole or partial school closure.	Yes	0		School is aware of code and have used as appropriate
Code O: Absent in other or unknown circumstances	Partly	8		School is aware of the code and have used appropriately where no reason for absence is established, or the school is not satisfied that the reason given is one that would be recorded using one of the codes statistically classified as authorised. Low Number of O Codes: school to ensure absences are challenged when they are prolonged or school are not satisfied with reason provided for absence. **This code is classified for statistical purposes as unauthorised absence.**
Code B: Attending any other approved educational activity	Yes	182		School is aware of code, however, currently have no pupils with B code. The B code is to be used when a pupil is attending a place for an approved educational activity that is not a sporting activity or work experience. The educational activity must take place during the session for which it is recorded. A pupil can only be recorded as attending a place for an approved educational activity if:- • the place is somewhere other than the school, another school where the pupil is registered, or a place where educational provision has been arranged for the pupil by a local authority under section 19(1) of the Education Act 1996 or sections 42(2) or 61(1) of the Children and Families Act 2014. • the activity is of an educational nature. • the school has approved the pupil's attendance at the place for the activity; and • the activity is supervised by a person considered by the school to have the

				appropriate skills, training, experience and knowledge to ensure that the activity takes place safely and fulfils the educational purpose for which the pupil's attendance has been approved. Schools must also record the nature of the approved educational activity (regulation 10(5)), examples are: • attending taster days at other schools. • attending courses at college. • attending unregistered alternative provision arranged by the school. Schools have responsibilities for the safeguarding and welfare of pupils attending an approved educational activity. The school will need to be satisfied that appropriate measures have been taken to safeguard the pupil. Schools should ensure that they have in place arrangements whereby the provider of the educational activity notifies the school of any absences by the pupil. The school must record the pupil's absence using the relevant absence code. As set out in the DfE's guidance on 'Providing remote education'. pupils who are absent from school and receiving remote education still need to be recorded as absent using the most appropriate absence code. Schools should keep a record of, and monitor pupil's engagement with remote education, but this is not formally tracked in the attendance register. Check the place is approved, other than school and the activity is supervised by a person considered to have the appropriate skills and training. Ask to see proof of a placement. **This code is classified for statistical purposes as attending an approved educational** activity.
Code R: Religious observance	No	44		No R codes recorded. School is aware of the code and it is used appropriately when a pupil is absent on a day that is exclusively set apart for religious observance by the religious body the parent(s) belong to (not the parents themselves). Recommended: Info As a general rule, 'a day exclusively set apart for religious observance' is a day when the pupil's parents would be expected by the religious body to which they belong to stay away from their employment in order to mark the occasion. School should not use the R code when pupils go to a religious pilgrimage or festival. In this case school should record absence as G or C code dependant on whether school accept

				that this is an exceptional circumstance, School should keep evidence of justification of decision. Recommendation It is good practice to have a multi faith calendar at the start of the academic year and inset days are worked around this calendar to avoid disruption to learning. **This code is classified for statistical purposes as authorised absence.**
.Are there any pupils on a part time timetable? If so, how are their registers marked? Are arrangements regularly reviewed and are time limited action plans in place?	Yes			School has various pupil on reduced timetable throughout the school year due to pupils' complex and changing needs. School is aware of the C2 and its correct usage. Headteacher makes local authority aware of any pupils on a reduced timetable through SEND Keyworker team and on portal School to ensure they have written agreement between the school and the parent the pupil normally lives with this has clear expectation and regular review sessions at least every two weeks. Contracts have a proposed end date that considers the circumstances of the pupil, after which the pupil is expected to attend full-time
MONITORING PROCESS AND ATTENDANCE PROCEDURES.				
How does the school monitor attendance?				The school monitor attendance jointly between the school office, deputy and headteacher The headteacher and deputy monitor and review individual pupils' attendance through LAMBSS meeting and discuss appropriate actions when attendance declines. Declines in attendance is also discussed with pupil's individual SEND Keyworker The school office monitors attendance daily when completing the first day response procedures and reporting any concerns to the deputy/headteacher. Holidays in term time are monitored by the headteacher and deputy headteacher School to ensure individual attendance are tracked on a weekly basis and declines in attendance are documented with reason for absences and where necessary auctioned in a timely manner. VIP attendance tracking sheet recommended to ensure that pupil's attendance is tracked using, red, amber green system and reasons are recorded weekly
What procedures are in place to address a decline in pupils' attendance?				-Telephone Calls are made home by school office, deputy and Headteacher.

		-Attendance meeting is conducted by deputy and headteachers with SEND Inclusion and health services and support plans are put in place as appropriate, -Support is offered from outside agencies. a multi-agency approach is used support families and improve attendance.
What procedures are in place to address a decline in pupils' punctuality?		Punctuality is monitored by school office, deputy and headteacher. Many pupils at school use transport provided to enable them to attend school. The headteacher and deputy monitor and review individual pupils' punctuality through LAMBSS meeting and discuss appropriate actions when attendance declines. Declines in punctuality is also discussed with pupil's individual SEND Keyworker Meeting is conducted as necessary L and U codes are recorded. Referrals to the LA are made for repeated U codes when no improvement is made. School needs to ensure that punctuality concerns are escalated in a timely manner. Punctuality clinics meetings need to be completed promptly, and support plans put in place. Furthermore, referrals need to be made to local authority when there has been no improvement in attendance and have 10 sessions of unauthorised absence over 12 weeks
What support strategies have the school in place to support pupils with issues impacting on school attendance?		Meeting with parents to address concerns. Once concern is known, are school able to offer. Headteacher home visit support reduced timetable as necessary Support from pastoral team, school health services and from outside agencies Use of PP funding as necessary – uniform, breakfast club
How does the school promote good school attendance?		Due to the nature of school and children's health concerns Headteacher does not routinely complete attendance competition, rewards or letter to

				improve attendance, School belief that children should not be scrutinised for having poor health and complex health needs
Does the school support statutory action when absence persists, and voluntary support is not working or not being engaged with?	No			School have currently not pursued statutory action. Statutory action requests need to be requested when pupils have 10 or more sessions of unauthorised absences/u code/G codes over a 10-week period. Leave of absence requests need to be actioed appropriately and penalty notice request for 10 sessions or more G codes.
Who is the senior manager who is regularly appraised of any issues/concerns raised through the registration of pupils and who can ensure that timely actions are taken to address the issues?	Yes			Deputy Headteacher Mrs Suzanne Walters is responsible for attendance and is the named Attendance champion within school It is recommended that the Attendance champion is, made known to all school staff, pupils and parents and is named in the Attendance policy and school website.
Does the school regularly undertake analysis of attendance including vulnerable groups and take action as necessary? How is this presented to governors?	Yes			Yes, attendance analysis is completed regularly and reports made for teachers, leadership, governors and trust. Reports are completed on extensive groups including, pupil premium, EAL, gender, Advantage and Non advantaged
When do school staff receive training on attendance?		Party		Recommended: The August 2024 guidance states schools should make sure all teaching and non-teaching staff know the importance of good attendance, are consistent in their communication with pupils and parents, and receive the training and professional development they need. It is recommended that schools share their attendance policy with all staff members and and discussions are held is school regarding current attendance procedures and changes to guidance
PUPILS WITH MEDICAL REASONS FOR BEING ABSENT FROM SCHOOL				
Do you have any pupils with a long-term medical absence?	Yes			Due to the nature of school Saxon Hill often have pupil with long term medical needs School is aware that they can offer a reduced timetable with regular increase and review where an agreement is in place with parents. School are aware that Section 19 referral are made to the local authority when children are unfit for school and medical evidence has been presented to the school and will request support for this from VIP Regular safe and well checks are completed by headteacher when children are not in school. School made aware that regular safe and well checks can be carried out by EWO from VIP Education routinely on every 10 days of absence.

				The LA are made aware of pupils with 15 or more days of absence through illness through local authority data sharing and through SEND support worker
What are the procedures in place for supporting pupils who cannot attend regularly due to illness? How does the school ensure the safety of these pupils when they have not been seen at school?				see above
Is there evidence that authorised medical absence is challenged if the registration pattern gives cause for concern?	Yes			Yes, school monitored all children's attendance There is regular communication between, teacher's school office, deputy and and headteacher. If School have concerns regarding the authenticity of your child's illness, contact is made home by headteacher, and absences are discussed and challenged. .
ELECTIVE HOME EDUCATION				
What are the schools' procedures if a parent wishes to EHE their child?				School currently has no pupils that have made the decision to EHE, All pupils at Saxon Hill have an EHCP and therefore any decision in relation to EHE would need to be made alongside LA SEND Support
CHILDREN MISSING IN EDUCATION				
Has the CME Team been notified of 'missing' pupils, including pupils who do not arrive when expected?	Yes			All children at Saxon Hill are allocated through LA and named in EHCP. Each pupil has a named SEN caseworker and school liase with worker and the LA as appropriate.
Where appropriate, do school post missing children information to s2s and the lost school database? If so when was the last entry?				N/A see above.
LEAVE OF ABSENCE relevant legislation: The Education (Pupil Registration) Regulations 2006 (Amended) 2010: Regulation (7) (3-4)				

What are the procedures for requesting leave in term time and who authorises this? How is this communicated to parents?				Parent are asked to complete a holiday request form. The headteacher decides if the leave is authorised or unauthorised and a letter sent to parents informing them of the decision. School are currently unauthorising absence for leave of absence however failing to process for statutory action. Discussion held as to why absences were being unauthorised and no processed forward, School felt that loa were often due to exceptional circumstances due to pupil's complex and health needs, in which case, absences may be authorised with C code upon headteacher discretion. School advised to keep case studies of each case and only authorise on absence during an academic year School needs to ensure that leave of absence requests are actioned in a timely manner and parents are responded to in writing. Penalty notices should be requested for 5 or more days of G codes Recommended: A school cannot grant a leave of absence retrospectively. If the parent did not apply in advance and in a timely fashion (3 weeks prior to holiday), leave of absence should not be granted.
Does the school support statutory action for unauthorised leave of absence?	No			See above
SCHOOL ATTENDANCE POLICY				
Does the registration practice match the school attendance policy?	Yes			Attendance Policy matches registration practise demonstrated by school.
Has the attendance policy been publicised to pupils and parents?	Yes			Attendance policy is published via the school website and parents are made aware of policy upon joining school. Recommendation- It is recommended that the attendance policy is shared with all staff during attendance training and all staff are made aware of attendance practices demonstrated in school Recommended – That each time policy is updated by school reminders are sent out to staff and parents and new policy shared.
Is the attendance policy adequate and compliant with relevant legislation/regulation?		Partly		-School to update policy to identify learning champion in school and key staff in relation to attendance and support.

				-Policy should identify how leave of absence requests is made and request applications are made in writing at least three weeks prior to holiday being taken or absence will automatically be unauthorised. School to update policy regarding Staffordshire code of conduct 2024.Policy including 10 or more sessions of unauthosed absence and escalating scale of penalty notices over three-year period. -School to update policy to identify that schools must identify pupils with 15 or more days of illness and notify the local authority.

<u>Recommendations</u>

School to ensure that Attendance Champion is clearly visible on school website and in the school building.
Please see further recommendation and advise highlighted in red throughout the document.