



St Joseph's RC High School

ATTENDANCE POLICY

Approved by Governors: September 2024

Date for Review: September 2027

Signed Chair of Governors: P Jones

Signed Headteacher: T McCabe

Version Control

Current version	Previous version	Summary of changes made
Sept '20	Sept '18	<ul style="list-style-type: none"> • Legislation and guidance added- P2 • 'Via weekly pastoral panel meetings' added P4 • Medical appointment info added P4 • Quote from KCSIE Sept 20 added P5 • Analyse attendance data added P5 • Statement that 10 unauthorised absence marks can receive a fixed penalty notice. • Line added to inform police if a LAC child runs off site. • Section added on Penalty Notices - P8 • COVID19 Insert - P10 • Appendix 3 - attendance codes added P14
Sept 21	Sept 20	<ul style="list-style-type: none"> • Change in Attendance Strategy document- P12- Appendix 1 • Attendance Strategy added P4 • Point 18- Sept '21 added • Point 19- Sept '21 added • Point 19- shielding advice has now ceased for pupils • Point 19- Removal of straight to lesson 1 as am reg reinstated from Sept 21
Sept 22	Sept 21	<ul style="list-style-type: none"> • Added point in Sec1 Aims from 'working together' • 'Working together' added to legislation/guidance in 2. • Added point in Sec 3 Policy from 'working together' • Two points added in Sec 5 Responsibilities from 'working together' • Added point in Sec 9 Holidays in term time from 'working together'
Sept 24	Sept 22	<ul style="list-style-type: none"> • Sec 15 added- pupils with medical conditions • All links to 'Working together to improve school attendance 2022' replaced with 2024 latest version. • Panel referrals referenced in several areas for intervention. • 'Education Penalty Notices Regulations 2013' removed from policy • Insert of 'RISEN, Raise Network and The Nest' when referencing tackling poor attendance. • Form Tutor section- 'absence notes' bullet point removed. • EBSA pupils referenced in Responsibilities- Head of Year • Bullet point included in school day section regarding punctuality sanctions. • SLT attendance Champion bullet point included • Dfe sharing of attendance referenced in Responsibilities section.

	<ul style="list-style-type: none"> • Legislation and Guidance- School census link updated • Section 8- Unauthorised absence- Penalty notice info updated with new legislation. • Penalty Notices- Re written with new legislation • Covid Insert- section 20- removed • Appendix 1- Codes updated • Appendix 2- New addition- LA letter regarding attendance and penalty notice to parents • Appendix 3- updated school strategy
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Policy Impact Statement	
Policy:	
This Policy has been implemented:	
Fully	
Partially	
Occasionally	
Not at all (give reasons why)	
What revisions need to be made:	
To the Policy?	
To its implementation?	

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St Joseph's RC School recognises the clear link between the attendance of students and their attainment. The aim of this policy, therefore, is to encourage the highest possible levels of attendance (190 days per year) for individual students within the school. Regular and punctual attendance at school is a legal requirement and it is also essential in order for students to maximise their chances of success. There is clear evidence showing strong between excellent attendance & excellent GCSE results.

In order to achieve this, all members of our school community have an important contribution to make.

1 Aims

- To improve the overall percentage attendance of students at St Joseph's.
- Reduce the number of persistent absentees (below 90% attendance is classed nationally as persistently absent from school). 'The pupils with the highest attainment at the end of key stage 2 and key stage 4 have higher rates of attendance over the key stage compared to those with the lowest attainment'. (Working together to improve school attendance August 2024)
- Raise the profile of attendance amongst the school community.
- Ensure the provision of appropriate guidance for parents/carers, students and staff.
- Develop and monitor clear procedures for the maintenance of accurate registers.
- Develop a systematic approach to gathering, analysing and acting upon data.
- Develop a whole school approach to ensure consistency of intervention strategies.

2 Legislation and guidance

This policy meets the requirements of the [school attendance guidance](#) from the Department for Education (DfE) and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- [Working together to improve school attendance \(applies from 19 August 2024\) \(publishing.service.gov.uk\)](#)

- [The Education Act 1996](#)
- [The Education Act 2002](#)
- [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2010](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2011](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2016](#)

This policy also refers to the DfE's guidance on school census: <https://www.gov.uk/guidance/complete-the-school-census> which explains the persistent absence threshold.

3 Policy

- Good attendance is a learned behaviour, and the most effective schools recognise the importance of developing good patterns of attendance from the outset'. [Working together to improve school attendance \(applies from 19 August 2024\) \(publishing.service.gov.uk\)](#)
- The Attendance Strategy (Appendix 1) outlines strategies to be used to improve attendance. All staff should ensure that these are followed.
- An appropriate curriculum is essential and will be kept under constant review.
- The need for high quality learning and teaching throughout the school is recognised as being essential to the promotion of good` attendance.
- Students are provided with appropriate support to minimise disaffection with school. This includes multi agency provision as appropriate.
- Students with additional Learning Needs are identified and given support via panel referrals.
- Effective partnerships with parents/carers through regular contact and support is provided; parents/carers are kept informed of students' attendance through first day contact, epraise, interim reports and through individual interviews as appropriate.
- Parents/carers are actively discouraged from taking students away from school during term time for holidays and other purposes. ([Working together to improve school attendance \(applies from 19 August 2024\) \(publishing.service.gov.uk\)](#))
- A comprehensive system of rewards for good attendance is used (see Behaviour Policy- Rewards and Sanctions and Attendance Strategy).
- Attendance is given a high profile through displays, assemblies, newsletters and social media.

4 Identifying and Tackling Poor Attendance

- Attendance levels and patterns for individuals, form groups, year groups and the whole school are carefully monitored and action taken to address poor attendance at each level via Form Tutors/Head of Year/Pastoral Support Managers (see Attendance Strategy- Appendix 1).
- Long term absentees are provided with appropriate support to enable them to make a positive return to school.
- Early identification of potential poor attendees is part of the school's primary liaison work prior to transition.
- Appropriate strategies are put in place to support students and parents where appropriate via a weekly pastoral panel meeting including the support via RISEN, Raise Network and The Nest.

5 Responsibilities:

The school will ensure that:

- Students are registered accurately and efficiently.
- Attendance targets are set for individual students and year groups.
- Attendance and punctuality is regularly reviewed.
- Interventions are put in place to reduce absenteeism.
- Contact parents/carers if we have not heard from them regarding absence.
- Daily attendance will be shared with the Dfe to obtain a local and national picture to support best practice.

- A member of SLT will be senior lead attendance champion. (Mr M Singleton) (Working together to improve attendance 2024)

Students are expected to:

- Attend school regularly.
- Inform staff if there is a problem that may lead to absences.
- Copy up any work missed from time off school.

The Parents/Carers will:

- Ensure good attendance (96% and above)
- Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly'. [Working together to improve school attendance \(applies from 19 August 2024\) \(publishing.service.gov.uk\)](#)
- Support School with interventions to promote positive attendance.
- Seek medical advice if 'illness' persists.
- Inform the school on **each** day of absence and give specific reasons.
- Discuss planned absences with the school in advance and seek the appropriate leave of absence in good time.
- Contact the school to explain the reason for absence.
- Missing registration for a medical or dental appointment is counted as an authorised absence; advance notice is required for authorising these absences.

However, we encourage parents 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. Full day appointments (unless hospital visits) will not be authorised.

Form Tutors:

- Form Tutors have the responsibility of registering students attendance at the beginning of the morning session. (If SIMS is not working, tutors must complete a paper version and send down to the Main Office).
- Form Tutors will ensure that the registers are completed in accordance with the appropriate regulations.
- Form Tutors have a major role to play in encouraging students to be punctual and to attend school each day and recognising patterns of absenteeism. *"As they are in a position to identify concerns early, provide help for children, promote children's welfare and prevent concerns from escalating". P5- Keeping Children Safe in Education- Sept 2024.*

Head of Year/Pastoral Support Managers- Attendance:

- Schools should treat all pupils and parents with dignity and staff should model respectful relationships to build positive a relationship between home and school that can be the foundation of good attendance'. [Working together to improve school attendance \(applies from 19 August 2024\) \(publishing.service.gov.uk\)](#)
- Will liaise closely with Form Tutors in checking that registers are completed accurately and that form tutors have timely, relevant and accurate information to support their pupils with attendance.
- Are responsible for notifying parents/carers of unauthorised absences on those occasions when a student has been absent for three days when no reason has been received from the parents/carers.
- Are responsible for discussing with Form Tutors problems relating to student attendance.
- Conduct parental meetings in person or via the telephone to address the attendance issue of the child and strategies to improve.
- Complete home visits to support positive attendance and to break down barriers.
- Analyse the attendance data weekly and half termly to identify areas/pupils of concern and intervene appropriately via a school panel referral, particularly for EBSA pupils.

6 School Day:

- The school day for students begins at 8.25am with the 'Warning Bell' — by this time all students should be on the school's premises and make their way to form.
- At 8.30am when the "Registration Bell" is sounded students should be in form/assembly with form tutors.
- Students entering the school premises after the "Registration Bell" are late for school. These students MUST report to the Main Office School Reception where they must sign in and give reason for late arrival.
- Pupils arriving late to school will be issued with a breaktime detention for punctuality. If a pupil does not attend this detention it will be escalated to a D4 detention. (Pupils arriving late via school dedicated services because of medical appointments will not receive sanctions)
- Morning registers will close at 9.15am
- Afternoon registration takes place at 12.00pm during Period 4 with class teacher.
- The school day ends at 2.45pm.

7 Attendance procedures:

- Parents/carers are asked to telephone school at their earliest convenience to notify us of a child's absence. Failure to comply will be recorded as an unauthorised absence.
- Authorised absence, e.g. illness, must be supported by a call/e-mail/letter from the parents/carers explaining the reason for the absence.
- Students who need to leave the premises during the school day will be expected to bring a letter/Phonecall from their parents/carers notifying the Form Tutor/Office/Pastoral Team for the reason who should record this on SIMS at the beginning of the school day.
- Parents who need their child to leave the school premises during the school day and make their own way alone to an appointment MUST phone school to acknowledge this to reinforce truancy and safeguarding procedures. Without speaking to a parent, no child will be allowed off school premises.
- Students MUST sign out at the Main School Reception when leaving the premises.
- Where parents/carers fail to make contact providing a reason for absence, the School will endeavour to contact them or record as unauthorised absence.

8 Unauthorised Absences:

An absence will be recorded as unauthorised if:

- School has not given approval in advance for a student to be absent.
- School does not accept a given explanation as satisfactory justification for absence.
- Medical evidence requested by school is not forthcoming.
- No explanation of absence is received within two weeks.
- The Governing Body have agreed to adopt the Government initiative of imposing Penalty Notices in cases of persistent unauthorised absence as outlined in [Working together to improve school attendance \(applies from 19 August 2024\) \(publishing.service.gov.uk\)](#)
- Parents/carers will receive a written warning of the possibility of a Penalty Notice as part of the Attendance Strategy (Appendix 1) process once their child has had 6 sessions of unauthorised absence. (2 sessions per day, morning and afternoon registration, therefore, 3 days absent from school, per 2 half terms).
- After 6 sessions of absence each parent/carer may receive a Warning Notice informing them that their child must have no more unauthorised absences. If there is no improvement in attendance and/or punctuality (after the register has closed) it could lead to the issue of a Penalty Notice once 10 sessions are reached.
- Penalty Notices are issued by the Local Authority to the family home. The fine for unauthorised absence currently stands at £160 per parent, per child. This can be paid at £80 if paid within 21 days. Non-payment of the Penalty within the 28 day time limit may trigger the prosecution process under the Provisions of Section 444 of the 1996 Education Act.

9 Holidays in Term Time

The Government has amended key legislation which came into force with effect from 19th August 2024 relating specifically to the authorisation of leave during term time. This decision has been made to encourage schools to take a firmer stance on unnecessary absence and to dispel the myth held by many parents/carers that there is an entitlement to take time off for holidays in term time.

Taking holidays in term time will affect a child's schooling as much as any other absence. We ask all parents/carers not to book holidays during term time. Any savings that parents/carers may make by taking holidays in school time are offset by the cost to their child's education.

'Generally, the DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance.' [Working together to improve school attendance \(applies from 19 August 2024\) \(publishing.service.gov.uk\)](#)

If a child is absent from school for a holiday, the absence will be recorded as unauthorised and we are obliged to pass this information on to the Early Intervention Service which will result in a penalty notice being issued.

We hope you will acknowledge and understand the limitations placed on schools in granting any leave in term time. Therefore, we look forward to receiving your support as we continue to maintain the high standards of attendance at St Joseph's.

10 Religious Observance in Term Time

The school will authorise absence that is due to religious observance, but the day must be exclusively set apart for religious observance by the religious body.

The school may only allow one day of authorised absence under these circumstances. All requests for leave due to religious observance must be made in advance and in writing to the Headteacher, Mr T McCabe.

11 Emergency closure, eg, snow days/pandemic

- It is extremely rare for the school to shut for emergencies such as snow. If in doubt parents/carers are advised to tune into Tower FM (107.4 FM), Bolton FM (96.5 FM) or log onto the school's website: www.stjosephsbolton.org.uk or Facebook page.
- Parents/carers are asked not to telephone the school. If parents/carers have not heard otherwise we will expect all students to be in school.
- If school needs to close during the school day then the Procedures during Inclement Weather/Adverse Circumstances will be activated. (see pupil diary).

12 Internal Absence from Lessons:

Children should never be allowed to leave the premises during school time without the permission from a Head of Year/SLT and accompanying phone call from a parent/carer. It is possible that on some occasions a child may leave the premises without the knowledge or permission of a member of staff.

- If a child does not arrive at their lesson the class teacher should immediately email/phone the school office for clarification.
- The office must then check if the child has been sent to First Aid and check reception to see if they have signed out and left the school site officially.
- If they have not signed out officially and are believed to be still on the premises, the available staff should search the school site.
- If the child is not found within a short period of time, the parents/carers should be contacted by the Office/Head of Year/SLT.
- In extreme cases The Local Authority will be notified by the Headteacher that a child is missing.
- If a member of staff finds the child the head teacher must be told at once. Parents/carers, police and other authorities will be notified.
- If the child is Looked After then the police must be notified and social worker.

13 Children who run:

- If a child runs away from school and is in the eye line of adults, the adult should call after the child or try and talk to the child to try and get them to come back. Under no circumstances should a member of staff physically restrain or grab the child, unless the child is in immediate danger of hurting themselves or putting themselves in a dangerous situation e.g. running onto the road.

- A member of staff should never put themselves at risk in the process and should not attempt to intervene without assistance unless it is an obvious emergency.
- The member of staff should inform the office/SLT who will contact parents/carers.
- The safety of all children will be given our highest priority. A missing child should be an extremely rare happening. These procedures are designed to put into place swift and effective actions to locate any missing child and to notify and involve parents/carers and the authorities at every appropriate point.

14 Attendance – Parental/Carer Guidance

Why regular attendance is important:

Students who fail to attend regularly experience educational and social disadvantage at school and their future life prospects can be impaired. They can also be at risk of drifting into antisocial and criminal behaviour. Student absence can also disrupt teaching routines so may affect the learning of others in the same learning environment.

To ensure your child reaches his/her full potential it is very important that you make sure your child attends regularly and punctually.

Whilst any child may be off school because they are ill, sometimes they can be reluctant to attend school. Any problems with regular attendance are best resolved through close communication between the school, the parent and the child. Once we know that your child is having problems, we will try to resolve them.

What is good attendance?

If your child has an attendance rate below 95% please ensure that everything possible is done to improve it. Unless there are exceptional circumstances anything below 90% is deemed persistently absent by the government and becomes a concern. Students will be closely monitored by the school pastoral team. You may be invited in for a formal meeting with the school. Students whose attendance does not subsequently improve may be referred to the Early Intervention Team for intervention. Attendance can be placed into context in the table below:

Attendance	95%	90%	85%	80%
Number of days lost learning in an academic year	9.5	19	28.5	38
Number of lessons lost learning for a 5 period day	47.5	95	142.5	181

Is 95% attendance good? This means your child has still missed nearly 10 school days in one year. Over five years that would be nearly 50 days, this is almost a school term. Research suggests that '17 missed school days a year equals a drop in a grade in GCSE achievement' - DfE.

15 Pupils with medical conditions or special educational needs and disabilities:

Some pupils may face greater barriers to attendance than their peers. This may include pupils who suffer from long term medical conditions or those who have special educational needs and disabilities. Their right to an education is the same as any other pupil and therefore our attendance ambition for these pupils will be the same as they are for any other pupil. That said, we will work with parents to improve attendance including working with external providers to obtain appropriate and timely intervention or making reasonable adjustments to a child's timetable.

16 Penalty Notices:

What is a Penalty Notice?

A Penalty Notice is an alternative to prosecution and can be issued when there has been 10 sessions of unauthorised absence (equivalent of 5 days consecutive or otherwise) over two consecutive half terms. A separate Penalty Notice can be issued for each parent per child. You have to pay a fine but you do not have to appear in Court. You also have to make sure that your child's attendance at school improves. Payment of a Penalty Notice enables parents to discharge potential liability for conviction.

- Penalty notices issued for offences that take place after 19 August 2024 will be charged at a new rate of £160 per parent per child. This can be paid at £80 if paid within 21 days.
- Any second penalty notice issued to the same parent for the same child within a rolling 3-year period will be issued at the rate of £160 to be paid within 28 days with no option for a discounted rate.
- The threshold at which a penalty notice **must** be considered is set at 10 sessions (equivalent to 5 days) of unauthorised absence within a rolling 10-school week period (1). This may include absences because of arriving late after the register closes. The 10 school weeks may span different terms or school years.
- A maximum of 2 penalty notices may be issued to a parent for the same child within a rolling 3-year period, so at the 3rd (or subsequent) offence(s) another course of action will need to be considered (such as prosecution or one of the other attendance legal interventions).
- Only penalty notices issued for absences taking place after 19 August 2024 will count towards the above thresholds.

Is there an appeal process?

There is no right of appeal by parents against a Penalty Notice.

What happens if I don't pay?

If you don't pay in full within 28 days, Bolton Council is required to commence proceedings in the Magistrates' Court under Section 444 of the Education Act 1996 for the original offence of failing to ensure the regular attendance of your child. If proven this can attract a range of fines up to £1,000 and/or a range of disposals such as Parenting Orders or Community Sentences depending on individual circumstances.

Can I be prosecuted if I pay the Penalty Notice but my child is still missing school?

Not for the period included in the Penalty Notice – payment discharges your liability in this respect. A prosecution might be considered for further periods of poor attendance not covered by the Penalty Notice, depending on your circumstances. The Local Authority can also prosecute parents for non-attendance without issuing a Fixed Penalty Notice. If the poor school attendance persists the Local Authority may also consider prosecution under Section 444 (1A) of the Education Act 1996, which can carry a fine of up to £2500 and/or up to three months imprisonment.

What can I do?

Ensure your child attends school regularly and arrives on time. Lateness can be very disruptive for the class and for your child. Make sure your child understands that you do not approve of them missing school. If you suspect your child is not happy in school, you should contact the school as soon as possible. Take an interest in your child's education, ask about their day, praise and encourage achievements at school.

Can I get help if my child is not attending regularly?

If you are experiencing problems with your child's attendance at school, it is really important that you work closely with school to resolve the matter. Alternatively, for further guidance and support you can contact:

Child Employment and Enforcement Officer
Early Intervention Service
2nd Floor, BASE
Marsden Road
Bolton
BL1 2PF
Tel: 01204 338173

Every lesson counts. Improving attendance, raising attainment

17 What to do if my child is absent

- Telephone the School Office before 8.20am on the first day of absence and each day thereafter to inform of absence. (Each day will safeguard against possible truancy).
- If your child is going to be away from school for more than 3 days, please ring again to explain the circumstances and send a written note to the School Office on the third day of absence to tell us what is wrong.

18 Monitor and Review:

The Governors of the Standards and Welfare Committee is primarily responsible for monitoring the implementation of this policy.

19 Part-time Timetables:

All pupils of compulsory school age are entitled to a full-time education suitable to their age, aptitude and any special educational needs they may have. In some circumstances their education may be provided partially at St Joseph's and partially at another educational setting or through education otherwise than at a school in line with section 19 of the Education Act 1996 or section 42 or 61 of the Children and Families Act 2014. Time away from school to receive education in other ways must be recorded in the attendance register using the appropriate codes.

In very exceptional circumstances, where it is in a pupil's best interests, there may be a need for St Joseph's to provide a pupil of compulsory school age with less than full-time education through a temporary part-time timetable to meet their individual needs. For example, where a medical condition prevents a pupil from attending school or another setting full-time and a part-time timetable is used to help the pupil access as much education as possible.

If St Joseph's implement a part-time timetable it will:

- Have the agreement of both the school and the parent the pupil normally lives with.
- Have a clear ambition and be part of the pupil's wider support, health care or reintegration plan.
- Have regular review dates which include the pupil and their parents to ensure it is only in place for the shortest time necessary.
- Have a proposed end date that takes into account the circumstances of the pupil, after which the pupil is expected to attend full-time, either at school or alternative provision. It can, however, be extended as part of the regular review process. In some limited cases, a pupil with a long-term health condition may require a part-time timetable for a prolonged period.
- Where the pupil has a social worker, St Joseph's will keep them informed and involved in the process

19 Governor Approval and Review dates:

This policy was reviewed and adopted by the Governing Body in September 2024 and will be reviewed every 3 years.



Appendix 1

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
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J1	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
Authorised Absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances

C 1	Authorised leave of absence	Authorised for a regulated performance or employment abroad
C 2	Authorised leave of absence	Authorised for pupil on a part-time timetable
E	Suspended from school	Pupil has been suspended but no alternative provision has been made
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the school
Q	Student Access	Pupils unable to attend the school due to a lack of access arrangements.
Unauthorised Absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed

Code	Definition	Scenario
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y 1	Unable to attend due to exceptional circumstances	Absence due to transport normally provided nor being available
Y 2		Widespread disruption to travel
Y 3		For when part of a school is closed
Y 4		Unexpected whole school closure (different from the # code for planned closures)
Y 5		For pupils in the criminal justice system
Y 6		Absence due to public health guidance or law
Y 7		Any other unavoidable cause
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

Attendance Percentage	Lessons Missed	Responsible	Responses	Acknowledgement / Success	Daily Actions	Weekly Actions	Termly Actions	Overview
100% - 98%	4 days 20 lessons	Tutors, PSM	<ol style="list-style-type: none"> 1. Tutors celebrate during tutorial 2. Tutor acknowledgements given (100% weeks) 3. Tutor tracks to monitor, celebrate improvement in students attendance or address students whose attendance is at risk of falling below 98% 4. Social media celebration 	<ol style="list-style-type: none"> 1. 100% week acknowledgements 2. Postcards for outstanding attendance 3. 100% termly attendance wall. 4. Full Year group assembly celebration 5. Eligible for reward trip 	<ol style="list-style-type: none"> 1. First day absence text and/or call 2. Home visit for second day if appropriate. 3. Importance of attendance mentoring 4. Celebrate 100% 5. Vulnerable group analysis. 		<ol style="list-style-type: none"> 1. success certificates, 100% attendance & punctuality certificates, form reward 3. PSM info given for Attendance panel meetings 4. Tutor Attendance monitoring 5. Whole school analysis and breakdown of year groups and vulnerable groups. 	<p>Mr Singleton Assistant Headteacher</p>
95% - 97.9%	9 days 2 weeks 45 lessons	Tutors and PSM, HOY	<ol style="list-style-type: none"> 1. Tutor tracker to monitor, celebrate improvement in students attendance or address students whose attendance is at risk of falling below 95% via mentoring conversation 2. Tutor to contact parents; letters, phone calls 3. Pastoral Support Manger contact parents; letters, phone calls of students who's attendance is at risk of falling below 95% (at risk of below school target letter) 	<ol style="list-style-type: none"> 1. Celebrate on or above school target 2. Acknowledge in planners for 100% weeks 3. Positive note in the planer for parents 4. Full Year group assembly celebration 5. Attendance board 4. Eligible for reward trip 	<ol style="list-style-type: none"> 1. CP, LAC, SEN priority phone calls Other relevant professionals informed of absence of "at risk" 2. First day calling/ text for all students. 3. Second day home visit for those falling below 95% if appropriate 4. Weekly monitoring of track/trace/ self-isolation and dates due back. Internal spreadsheet update. 	<ol style="list-style-type: none"> 1. Tutors attendance data rich conversations during tutorial 2. Data rich PowerPoint in assembly from HOY, PSM, AHT 3. Update whole school notice board to acknowledge 100% 4. Update Year Team notice board with attendance overview 5. Celebrate success across school on social media platform. 6. Data analysis between PSM, AHT on outcome and targets. 7. Weekly check of all coding to ensure accuracy and consistency 	<ol style="list-style-type: none"> 1. PSM arrange Rewards for pupils, forms, year group certificates, 100% attendance & punctuality certificates, form reward 3. Pastoral Support Manager Attendance panel meetings 4. Tutor Attendance monitoring 5. Whole school analysis and breakdown of year groups and vulnerable groups. 	

<p>92% - 94.9%</p>	<p>15 days 3 weeks 75 lessons</p>	<p>Tutors and PSM, HOY</p>	<ol style="list-style-type: none"> 1. Pastoral Support Manager to monitor, celebrate improvement in students attendance or address students whose attendance is at risk of falling below 92% 2. Attendance tracking system 3. Pastoral Team parental Contact; letters and phone calls 4. Attendance Team Home Visits if appropriate-referral to EIT support 5. Attendance Team/Head of Year contact parents of students who's attendance is at risk of falling below 94% 6. Attendance Team medical evidence request 7. Tutor / Pastoral Support Manager daily Attendance Monitors 8. warning letter with intent to fast track to prosecution if attendance drops below 92% 9. Weekly meetings with selected pupils to discuss attendance. 	<ol style="list-style-type: none"> 1. Positive note in the planer for parents to acknowledge improvements 2. Acknowledgment letter for reaching 95% - 97.9% group. 	<ol style="list-style-type: none"> 1. CP, LAC, SEN priority phone calls Other relevant professionals informed of absence of "at risk" students. 2. First day calling for all 3. Second day home visit for those falling below 95% if appropriate. 4. Attendance mentoring/tracking system conversation acknowledge or sanction 5. Weekly monitoring of track/trace/ self-isolation and dates due back. Internal spreadsheet update. 	<ol style="list-style-type: none"> 1. Tutors attendance data rich conversations during tutorial 2. Head of Year data rich PowerPoint in assembly 3. Update Year Team notice board with attendance overview 4. Parental contact updating attendance improvements or challenging no improvement 5. Data analysis between PSM, AHT on outcome and targets. 6. Weekly check of all coding to ensure accuracy and consistency 	<ol style="list-style-type: none"> 1. PSM arrange Rewards for pupils, forms, year group 2. Pastoral Support Manager year group certificates, 100% attendance & punctuality certificates, form reward 3. Pastoral Support Manager Attendance panel meetings 4. Tutor Attendance monitoring 5. Whole school analysis and breakdown of year groups and vulnerable groups. Targeted intervention at selected pupils. 	
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<p>90% - 91.9%</p>	<p>19 days 4 weeks 95 lessons</p>	<p>AHT/HOY/PSM</p>	<ol style="list-style-type: none"> 1. Pastoral Support Manager to monitor, celebrate improvement in pupil attendance or address pupils whose attendance is reducing further. 2. Pastoral Support Manager- parental Contact; letters and phone calls – review contract in place 3. Attendance Team Home Visits if appropriate 4. Reduced timetable option possibility 5.Safeguarding Home Visits where appropriate 6. Pastoral Support Manager arrange EIT referral/ child action meeting. 7. Letter with intent to Fast Track to prosecution 	<ol style="list-style-type: none"> 1. Acknowledge in planners for 100% weeks 2. Positive note in the planer for parents to acknowledge improvements 3. Acknowledgment letter for reaching 92% - 94.9% group 	<ol style="list-style-type: none"> 1.CP, LAC, SEN priority phone calls Other relevant professionals informed of absence of “at risk” students including social worker or EIT. 2. First day calling for all 3. Second day home visit if appropriate 4. Attendance mentoring/tracking system conversation acknowledge or sanction 5. % of students sent to SLT Lead 6. Weekly monitoring of track/trace/ self-isolation and dates due back. Internal spreadsheet update. 	<ol style="list-style-type: none"> 1. SLT data rich conversations with parents/carers/pupils 2. SLT data rich PowerPoint in assembly 3. Update whole school notice board to acknowledge 100% 4. Update Year Team notice board with attendance overview 5. Parental contact updating attendance improvements or challenging no improvement 6. Weekly meeting between AHT, PSM regarding next steps of at risk pupils. 7. Weekly check of all coding to ensure accuracy and consistency 	<ol style="list-style-type: none"> 1. Pastoral Support Manager arrange reward if improvements made. 2. SLT/PSM Attendance panel meetings/ Child Action Meeting 3. Senior Programme Leader Attendance monitoring 4. Educational Welfare Officer contact with home to all students at under 92% to discuss school target and link to underachievement. 5. Whole school analysis and breakdown of year groups and vulnerable groups. Targeted intervention at selected pupils. 	
<p>90% Below</p>	<p>29 days 6 weeks 145 lessons</p>	<p>AHT/ HOY/ PSM</p>	<ol style="list-style-type: none"> 1. Pastoral Support Manager to monitor, celebrate improvement in pupil attendance or address pupils whose attendance is reducing further. 2. Pastoral Support Manager- parental Contact; letters and phone calls – review contract in place 3. Attendance Team Home Visits if appropriate 4. Reduced timetable option possibility 5.Safeguarding Home Visits where appropriate 	<ol style="list-style-type: none"> 1. Acknowledge in planners for 100% weeks 2. Positive note in the planer for parents to acknowledge improvements 3. Acknowledgment letter for improving attendance above 90% 				

			6. Pastoral Support Manager arrange EIT referral/ child action meeting. 7. Letter with intent to Fast Track to prosecution 8. Medical evidence sought 9. SLT support with caseload					
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