The Meadows School



Attendance Policy

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1. Rationale

This policy has been adopted and written in relation to The Attendance Policy at the Meadows School and should be read in conjunction with the LAs Policies and Procedures and any DfE Policy, Statements and Guidelines which include:

- The Meadows Safeguarding and Child Protection policy
- The Meadows Management of Children with Medical Needs in Education Policy
- School Attendance and Absence (DfE)
- Keeping Children Safe in Education (September 2026)
- Children Missing Education (DfE September 2025)
- Sandwell's School Attendance Support Pack.
- Working together to improve school attendance. (July 2026)
- Summary table of responsibilities for school attendance (August 2024)
- Penalty Notice Code of Conduct (Sandwell – September 2026)

2. Introduction

We aim to provide an environment, which ensures that we grow, achieve and thrive. For every student to reach their full potential and be prepared for life after the Meadows, it is vital that our students attend school regularly.

The Meadows School expects all our students receive a full-time education. We educate a range of young people with special educational needs who all have an Educational Health and Care Plan (EHCP) including those with health-related

conditions and physical disabilities and recognise this may impact on a young person's attendance.

We know that students missing school will have a big impact on a student's progress of the whole-student including their academic progress, social relationships and mental wellbeing.

Any absence affects the pattern of a student's schooling and regular absence will seriously affect their learning. Any student's absence disrupts teaching routines so may affect the learning of others in the same classes.

Ensuring a student's regular attendance at school is a legal responsibility of parents/carers and permitting absence from school without a good reason creates an offence in law and may result in prosecution.

3. Aims

- To increase attendance at every possible opportunity by working with the young person and their parents/carers to introduce interventions to facilitate school attendance as part of a positive wider school culture.
- To improve the overall attendance of all students at The Meadows school
- Ensure that all episodes of absence are challenged, and root causes identified to provide opportunity for interventions to be put in place to prevent recurrence
- Ensure a robust procedure for all attendance concerns daily and long term and ensure this is reflected in the school's safeguarding policy and practice.
- To make attendance and punctuality a priority for all those associated with the school including students, parents, all staff and governors
- To provide support and advice including medical advice and guidance to parents and students
- To develop a systematic approach to gathering and analysing attendance related data and identify the patterns and reasons for absence.
- To further develop positive and consistent communication between home and school
- Support parents to perform their legal duty by ensuring their children attend school regularly.
- To recognise the needs of the individual student when planning reintegration following significant periods of absence for a range of reasons
- To reward and promote improved attendance for all students
- Create an open environment where young people and their families feel safe and secure to discuss any issues they are facing and promote staff understanding in a supportive role.
- To recognise the safeguarding indicators around low attendance and take action to safeguard young people.

- Any episode of absence must be recorded and followed up as described in appendix 3

4. School Procedures

4.1. Contents of the attendance register:

In line with The School Attendance (Pupil Registration) (England) Regulations 2024, and the requirements of 'Working Together to Improve School Attendance', all schools are now legally required to share information from their registers with the Department for Education and the local authority. To ensure attendance is recorded appropriately, the register codes on the school system (Arbor) have been revised to reflect current requirements. The full list is detailed in Appendix 1

A mark will be made for each student during registration. Where the reason is known and accepted by the school in advance the appropriate attendance code can be marked (Appendix 1). Where the reason is not known, class teachers will mark with O. Once registration is closed, the Pastoral Team will follow up on all O coded absences.

The Meadows School will ensure every student is recorded:

- Present
- Attending an approved educational activity
- Absent
- Unable to attend due to exceptional circumstances or

The Meadows School will follow up on all absences – refer to Appendices 2 and 3. A child registered at a school can legally miss school only in very limited circumstances. These include:

- When the child is too ill to attend – this includes physical and mental illness.
- When the school has authorised the absence beforehand in any other circumstance the absence will be classed as unauthorised

4.2 Registration:

- Registers must be taken for all AM and PM sessions by the class teacher.
- Arbor is used to record the official school register; in the event that the system is unavailable a paper register should be completed and sent to the Pastoral Office by the close of registration.
- Morning registers close at 9.20 am. Afternoon registration closes at I.40pm.
- Episodes of lateness will be challenged and monitored; recurrent episodes of lateness must be escalated to the Designated Safeguarding Lead (DSL) as this may be a safeguarding concern.
- The school will take action where a student is not attending school which may include the sharing of information with or referral to other agencies or a part-time timetable

- Attendance will be monitored daily by the Attendance Lead and Pastoral Team and a report generated weekly for review at attendance meetings.
- The Attendance Lead and Pastoral Team will carry out an ongoing monitoring of both attendance and punctuality using the school tracking system. The Pastoral Team will contact the family on the first day of absence if no reason has been received and then follow the attendance monitoring process in Appendix 3.
- Class teams will also be responsible for supporting with attendance monitoring – keeping in touch calls weekly/Dojo communication/sending work home where appropriate.
- As a special school, having students with severe learning difficulties and some with complex medical and physical needs, we recognise that some students may have specific difficulties regarding attendance and timekeeping due to illness, hospital appointments and transport issues. (If there is a problem that would involve a student in attendance for less than the statutory time then a consultant's letter will be required). We realise that this will have a detrimental effect on the school's overall attendance figures.
- Students who arrive late at school because of difficulties with organised transport will be marked as present. Where patterns of consistent late running by contractors occur, this will be followed up with Sandwell SEN Transport.

5. Authorised and Unauthorised absences:

Staff will follow the authorities coding system to mark the registers – Appendix 1
It is for the school, not the parent/carer, to decide whether to authorise an absence or not. Unauthorised absence reasons will be recorded on Arbor and on CPOMs and should conflicting reasons exist, both explanations will be recorded.

Authorised absences are mornings or afternoons away from school for a good reason like illness, medical/dental appointments which unavoidably fall in school time or emergencies.

Unauthorised absences are those which the school does not consider reasonable and for which no "leave" has been given. This type of absence can lead to the Local Authority using sanctions and/or legal proceedings. This includes:

- Parents/carers keeping children off school without good reason
- Truancy before or during the school day
- Absences which have never been properly explained
- Students who arrive at school too late to get a mark

- Shopping, looking after other children or birthdays
- Day trips and holiday in term time which have not been agreed

Whilst any student may be off school because they are ill, sometimes they can be reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the families and the student. If you have any concerns, please phone the school and ask to speak to a member of the Pastoral Team.

The school follows guidelines set out by the Public Health Agency for commended periods of absence, including the 48-hour rule following bouts of sickness and diarrhoea. For the full list of recommendations please speak with a member of the pastoral team, or alternatively, see 'Management of Children with Medical Needs in Education' Policy.

Certain days hold special relevance for various religious communities, including Christmas and Easter for Christians, Eid for Muslims, Diwali for Hindus, and Passover for Jews, etc. Pre-authorised absence can be given for genuine religious observance.

For children with a parent/carer or close family member in prison, absence due to visiting this person in prison can be authorised if the school has been made aware ahead of the visit.

6. Leave in term time:

The Headteacher will consider a leave of absence case by case. Reasons for a leave of absence include during term time include exceptional circumstances. For example:

- death of parent/carer or sibling of student
- life threatening or critical illness of parent/carer or sibling of student.
- parent/carer recuperation and convalescence from critical illness or surgery (leave request to be made within 6 months of recovery and medical evidence required

Taking holidays in term time will affect your child's schooling as much as any other absence and we expect parents to help us by not to take children away in school time.

6.1. To apply for leave in term time the parent / carer must:

- Request a school Leave in Term Time Request Form the Pastoral Team.
- Alternatively, you can download the form from the school website.
- This must be completed at least two weeks before the date of the requested days off school. Unless there are exceptional circumstances.

6.2. The school will take into account:

- The student current absence record
- The number of previous similar requests
- The year the student is in
- Proximity of major tests / exams
- The time of the academic year proposed.
- The duration of the absence and its impact on continuity of learning
- Agree and sign a home/school contract with the parent / carer when leave is to be granted which clearly stipulates the exact date of return to school.
- Inform the parent / carer in writing of failure to agree the home/school contract, or non-return by the agreed date places the parent / carer at risk of being issued a penalty notice
- Keep a record of leave taken during term time.

Where leave is not approved, and the parent / carer takes the student out of school this will be coded as unauthorised leave on the register. This will then be referred to The Schools Attendance Support Service to consider whether to issue a penalty notice. Further information can be found at

https://www.sandwell.gov.uk/schoolattendancepenalty

7. Modified Time Timetables

- The Meadows School expectations are that all students attend school full time however there are times when it is necessary to support a student to return on a part time timetable.
- Part-time timetables may only be used as a temporary intervention, on advice from health, social and educational professionals. The student must build up to full-time provision, where absolutely necessary
- Evidence will be obtained to support any part time timetable if required including Medical or behaviour.
- Any problems which affect a young person's attendance will be investigated, to identify and strive in partnership with parents/ carers and students to resolve those problems as quickly and efficiently as possible.
- The Attendance Team will liaise with the safeguard team to access the risk of specific students' greater risks of being home at home for extended periods of time.

- The school will closely monitor students on modified timetables, with review dates agreed by school and parents. This will not exceed 6 weeks.
- Both school and parents must sign the modified timetable document.
- The school will inform The School's Attendance Support Service of all students that qualify as a modified timetables via MOVEit.

8. Children Missing in Education

- The school will carry out enquiries into the location of missing students in conjunction with the CNIS Officer (Children not in school Officer)
- The school will register student admissions, removals and student attendance and will notify the schools attendance support service of instances where absence from school is a cause for concern requiring investigation by the Early Help Assessment and Safeguarding Team
- The attendance team will inform Sandwell Local Authority of any student who fails to attend school regularly or has been absent without school's permission for a continuous period of 10 days or more (12(1) The Education (Student Registration) (England) Regulations 2006). The full name and address of any student meeting the above criteria will be provided.
- For further information on a child missing from education please refer to Keeping Children Safe in Education Part 1 and Children Missing Education
- Students who are the subject of a child protection plan should not be removed from roll under these regulations, without consultation with the allocated social worker. The social worker should be immediately notified of any absence from school. Where a family is working with the Family Support and Safeguarding team, the Lead DSL should be informed who should discuss any proposed removal from roll with the allocated worker prior to deletion.
- Students with EHCP plans may not be removed from roll under these regulations without the consent of the Local Authority.
- Children in Care (LAC) or students with child protection (CP)/child in need (CIN) plans should not be removed from roll until discussion has taken place with Children In Care Education Service and the allocated social worker
- Traveller children of no fixed abode cannot be deleted from the roll of the school which they normally attend when their parents are not travelling. Usual absence procedures apply in these circumstances.
- Where a parent is removing their child from school with a view to provide home education and there are concerns in relation to the parent's capacity or ability to provide education; and appropriate actions followed

with the advice sought from the Local Authority Attendance team and the EHCP writer.

- The school will not remove a student from roll where there is no known destination without consultation with the Local Authority Attendance team and the EHCP writer.
- Where a student is at school within a Local Authority (LA) other than Sandwell, contact will be made with the school to ensure that the student is on roll within that LA.
- Where a student is missing from education The CNIS Officer will be contacted.

9. Medical Appointments

- Parents should be strongly encouraged to arrange medical appointments outside of school hours. Where this is not possible evidence of the medical appointment in the form of an appointment letter or card will be required in order to code the session as a medical appointment (M). Where medical appointments are at the same times/dates on a weekly or fortnightly basis then school can accept the initial times/dates and continue to mark M for as long as they are satisfied, after periodic checking, that the appointments are continuing.
- A student should attend school in the morning if they have an afternoon appointment and vice versa for a morning appointment. The school should look to support parents who have logistical difficulties in facilitating attendance before or after the medical appointment and consider transport assistance where possible.
- Where the parent fails to provide evidence, the student will be marked as an unauthorised absence (O).

10. Persistent absence

The Meadows School will establish robust escalation procedures which are initiated before absence becomes a problem, for example by:

- sending letters to parents and carers
- having a weekly review
- creating attendance clinics
- engaging with local authority attendance teams and/or independent attendance organisations
- using fixed penalty notices
- engaging with children's social care staff.

- establish a range of evidence-based interventions to address barriers to attendance.

School will monitor the implementation and quality of escalation procedures (and intervention), for example:

- having a review
- sampling of case files
- evaluate the impact of escalation procedures and seek robust evidence of the escalation procedures that work and that reflect the school context best.
- attend or lead on attendance reviews in line with escalation procedures.
- Engage governors in attendance panels to reinforce messages and outline relevance in terms of training and employment.

10.1 Persistent Absenteeism (PA):

- A student becomes a 'persistent absentee', as defined by the DfE, when they have missed 10% or more schooling at any time within the school year for whatever reason. Persistent Absence (PA) is likely to damage to a child's educational prospects and the support of parents /carers is required to minimise absence from school.
- All absence will be tracked and monitored by the school's pastoral systems. Any student deemed to have reached the PA threshold or is at risk of moving towards that level will be prioritised and parents advised.
- Any student identified as a PA will have a letter sent home to make their parent/guardian aware they are being monitored by the school and offered to contact the school for an Early Help Assessment
- For all PA students, consideration should also be given, if the absences include unauthorised absences, to the student being placed on a 'early help Register' in order to further support families and to allow consideration of legal intervention.
- The school will work closely with other agencies and provide a facility for medical professionals, and other community teams to see the student at school to minimise the time missed from lessons.
- Students who have attendance below 90% are then monitored on our tracker with a summary of actions which promote attendance. Discussion with the pastoral team regarding the monitored list occurs weekly.
- Actions are decided case by case.
- Starting with a letter based on circumstances around the student.

- Further actions including early help meetings are offered to support families.
- If problems persist and actions have not had an impact, we may share information with the LA attendance team during our termly meetings. We will discuss any additional support we can offer, involving all agencies within school and are involved in the student.
- This may result in the local authority fining parents/guardians.

11. Responsibilities

11.1 Leadership and Management

- Have identified the senior attendance champion, Graham Spencer (Assistant Headteacher), who can be contacted via the main office on 0121 569 7080, who has overall responsibility for championing and improving attendance by overseeing systems and processes.
- Offer a clear vision for attendance, underpinned by high expectations and core values, which are communicated to and understood by staff, students, and families.
- Make sure staff, students and families understand that absence from school is a potential safeguarding risk and understand their role in keeping children safe.
- Expect good attendance and punctuality from all members of the school community and make sure that students understand its importance.
- Convey clear messages about how absence affects attainment, wellbeing and wider outcomes. Empower staff to take responsibility for attendance.
- Recognise attendance as an important area of school improvement. Make sure it is resourced appropriately (including through effective use of student premium funding) to create, build, and maintain systems and performance.
- Have a designated attendance team with clearly assigned responsibilities which are identified within the attendance guidance, escalation of procedures and school improvement plan.
- Make sure staff receive professional development and support to deploy attendance systems effectively.
- Governors should have an accurate view of school attendance and engage in escalation procedures where appropriate.

11.2. Parental/Carer Responsibility:

- Parents are informed of their responsibility to ensure regular attendance of children of compulsory school age registered at the school.
- Please follow link for further information on parental responsibility- https://www.gov.uk/government/publications/parental-responsibility-measures-for-behaviour-and-attendance

- Report any absence to the school office, 0121 569 7080, and selecting option 1, on the same day before 8.45 am.
- Contact the Pastoral Team, via the school office, to discuss matters relating to attendance including requesting further details or support.
- Promote a good attitude to learning, by ensuring that any young person in their care arrives at school punctually, in appropriate dress and willing to work to fulfil the expectations of the school code of conduct.
- Work in partnership with the school and other agencies in the best interests of their child:
- this includes informing school about significant influences and changes in the student's life which may impact on learning and attendance.
- We realise that some students are late through no fault of their own (transport issues) - these absences will appear as an L or a C.
- Ensure medical appointments are arrange outside of school hours where possible.
- Provide school with appointment cards, medical letters so that we can authorise absence on our register.
- Ensure we have up to date contact information including telephone numbers and addresses.

11.3. All Staff

- Promote a culture of high attendance expectation for all students.
- Support students and parents/carers to understand why attendance is important and the potential impact it has on the young persons' progress and ultimately outcomes.
- Raise any attendance concerns including lateness to lessons, with the pastoral team or DSL.
- Praise students for improvements in attendance and punctuality
- Have an excellent understanding of the needs of the students and how their medical/health/SEN conditions can affect attendance.
- Be trained in the use of manual and/or electronic registration systems as appropriate

11.4. School Pastoral Team and SLT

- Be trained in the use of manual and/or electronic registration systems as appropriate.
- The Pastoral Team will follow up with all daily absences and complete the daily attendance record and email to SLT, Middle Leaders and staffing team.
- Attendance Champion and Pastoral Team will assess attendance and action.

- Pastoral Team and DSLs where applicable will follow the Meadows attendance flowchart outlined (See appendices)
- All students identified as child protection, child in need or look after children – day 1 attendance procedures are followed. This process may also be followed for any vulnerable students identified during behaviour, attendance, or safeguarding meetings if there are newly identified concerns raised by the team. This is logged on CPOMS.
- Monitor individual attendance progress and achievements.
- Work towards the development of trusting and continuing relationships with families
- Positively support attendance reward systems
- Provide appropriate support when young people return after longer absences with guidance and support.
- Liaise with parents, attendance officers, DSLs and any agencies as may be necessary.

11.5. Attendance Champion and Designated Safeguard Lead

- Graham Spencer is the school lead on attendance and will be responsible for the coordination of the attendance monitoring procedures as well as reporting and recording attendance issues across the school.
- Will conduct and record quality assurance checks of the recording of attendance on Arbor on a half termly basis to ensure records are maintained appropriately, feeding back any concerns to the pastoral team.
- The Pastoral Team will inform a student's Social Worker immediately when a child is subject to a Protection Plan/Child in Need plan or LAC student is absent.
- The Pastoral Team will inform a pupil's youth offending team worker of any unexplained absences where applicable.
- The Pastoral Team is responsible for monitoring the recording of absences on Arbor. Attendance Lead and DSL will support with the follow-up of absence to ensure processes are robust and in line with the school attendance follow up procedures outlined in appendices 2 and 3.
- Persistent lateness is another potential safeguarding concern indicator; this should be followed up to provide an understanding of why a young person is failing to arrive on time to school. The school will work with the child and parents/carers to support the child to attend.

11.6 The Governing Board will ensure that:

- The Meadows School has an Attendance Guidance which encompasses and adheres to the local and national regulations / legislation.
- The attendance guidance will be reviewed annually or earlier if required by changes in local/national processes.
- They will be involved in the development and agreement of this guidance, including the monitoring of attendance data at least termly and in alignment with the Safeguarding and Child Protection Policy
- That all staff are aware of and follow this guidance
- Parents / Carers are informed at the beginning of every school year / admission meeting of the school's attendance expectations including the impact of time lost on students.
- Parents / Carers are given appropriate information in relation to any repercussions which may be initiated should their child not attend school, including reporting to Birmingham Local Authority which may result in a fine being imposed.

12. Systems and Data

SLT will use data at cohort, group, and individual student level to give an accurate view of attendance, reasons for absence and patterns amongst groups such as:

- Students who have a social worker including looked-after children
- Students who are eligible for pupil premium
- young carers
- children who are eligible for free school meals
- children who speak English as a second language
- The Meadows monitors and analyses attendance data regularly to allow early intervention to address issues. This includes raising concerns with other agencies like children's social care and early help services which are working with families.
- Regular reports to stakeholders across the school enable the school to track attendance of students and to implement attendance procedures.

13. Interventions

The Meadows School follows two intervention processes internal and external both in a targeted way, in response to data or intelligence. The school monitors and analyses attendance data regularly to ensure that intervention is

delivered quickly to address absence (register inspections, code analysis, cohort and group monitoring and punctuality)

Internal early help creates an action plan in partnership with families and other agencies that may be supporting families, for example, children's social care and early help services. Clear aims and actions are designed to support the family over a period time with timely actions reviewed to identify and overcome barriers to attendance.

The school monitors the impact of any intervention, making adjustments if necessary and using findings to inform future strategy.

Where interventions fail to address attendance issues, school identifies the reasons why and, where appropriate, change or adjust the intervention. If attendance continues to be a concern, the school, follow the external intervention.

External intervention follows local authority codes of conduct, policies and procedures and makes referrals for statutory intervention when interventions have not resulted in improved attendance and relevant triggers / thresholds are met.

Appendices

Appendix 1:

Register Codes

Code	Full name	Description
The student is counted as present.		
/ or \	Present am or pm	Present in school during registration.
L	Late	Late arrival before the register has closed
The student is counted as present, at an Approved Educational Activity.		
B	Educated off Site	The student is at an off-site supervised educational activity approved by the school.
K	Education provision provided by LA	Education provision arranged by a local authority, rather than the school
P	Sporting Activity (Approved)	Pupil is taking part in a sporting activity that has been approved by the school and supervised by someone authorised by the school.
V	Educational trip	A residential trip organised by the school or a supervised strictly educational trip arranged by an approved organisation.
W	Work Experience	A student in the final two years of compulsory education is attending work experience.
The student is counted as absent, authorised.		
C	Other Authorised Absence	Absent with leave for exceptional circumstances
C1	Other Authorised Absence	Absence for a regulated performance or employment abroad
C2	Other Authorised Absence	Pupils on part-time timetables
J1	Interview	Leave of absence to attend an interview for employment or admission into another educational institution

E	Excluded	If a student is excluded but still on the admission register, they should be marked E, for up to the sixth consecutive day of any fixed period (referred to as 'suspensions' by the DfE from Autumn 2021) or permanent exclusion.
Q	Lack of Access Arrangements	Pupils unable to attend school due to lack of access arrangements
M	Medical/Dental Appointments	The student is absent due to a medical or dental appointment that could not be made outside of school hours.
R	Religious Observance	The student is absent for religious observance on a day designated by the religious body.
S	Study Leave	Study leave should be used sparingly and only granted to Year 11 pupils for public exams. Students should still be able to come into school to revise.
T	Traveller Absence	Used when Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) or New Travellers are known to be travelling for occupational purposes and have agreed this with the school.
I	Illness	This Illness code can be used for any form of illness, if you don't want to distinguish Covid-19 illness.
I01	Illness	This code maps to the statutory mark of I. This is for students absent due to non-coronavirus related illness (unless the truthfulness of the claim is in question). This code should not be used for medical or dental appointments.
I02	Confirmed case of Covid-19	This code maps to the statutory mark of I. This is for pupils who have a confirmed case of coronavirus.
The student is counted as absent, unauthorised.		
G	Family Holiday (Not Agreed)	The Holiday was not authorised by the school or in excess of the period determined by the headteacher.
N	No Reason	The reason for the absence has not been provided. If no reason for an absence is provided after a reasonable amount of time, it should be changed to O.

O	Unauthorised Absence	If the school is not satisfied with the reason given for absence they should record it as unauthorised.
U	Late (After Register Closes)	Schools should keep registers open for a reasonable amount of time, after which the student should be marked with a U.
These codes are not counted so will not affect attendance figures.		
D	Dual Registration	The student is registered at another school and attends it during this lesson e.g. students at a pupil referral unit. Schools should only record attendance and absences for sessions the pupil is scheduled to attend at their school.
X	Non-statutory school age absence	Sessions non-compulsory school-age children are not expected to attend. This code should only be used for early years students who have not yet passed the 1st January, 1st April or 1st September following their 5th birthday.
Y1	Unable to attend	Absence due to transport normally provided not being available.
Y2	Unable to attend	Widespread disruption to travel
Y3	Unable to attend	Part of school closed.
Y4	Unable to attend	Unexpected whole school closure (different from # for planned closures).
Y5	Unable to attend	Criminal Justice Detention
Y6	Unable to attend	Absence due to public health guidance or law.
Y7	Unable to attend	Any other unavoidable cause.
Z	Pupil Not On Roll	This code can be used when setting up registers in advance of pupils joining. Schools must take attendance for pupils from the first day the student should be attending the school.
#	School Closed To Pupils	This code should be used for whole or partial school closures that are known or planned in advance such as if the school is used as a polling station.

Appendix 2 **Student Absence Process**

8.50 to 9.05 am students register in class

- 9.20 am registration closes
- 1.40 pm afternoon registration closes

Actions

Class Teacher

Daily roll call completed on Arbor as per the attendance register codes.

Inform pastoral of all known reasons for absence by Arbor note/email/telephone.

Record on CPOMs further attendance related information as required or concerns around safeguarding and attendance following initial conversation with DSL

Support DSLs and families with patterns of attendance/phone calls home/meetings/safe and well visits.

Actively monitor and support attendance.

Key Stage Leader

Monitor Attendance across the key stage.

Support both teachers and the pastoral team with phone calls/ meetings and safe and well visits when appropriate.

Pastoral/ Attendance

Day 1 absence procedures followed for all vulnerable students including those receiving additional services and Persistent Absences.

Record all student reasons for absence daily on Arbor Further detail around absence will be added to CPOMS.

Pastoral follows up on all O coded students daily.

Pastoral updates vulnerable student list on Safeguard drive and in Staff Shared

Pastoral check vulnerable student list and complete safe and well calls.

Daily and weekly analysis of attendance data to identify patterns and concerns in attendance for specific students.

Report to attendance lead and DSL any concerns or patterns in attendance in daily and in weekly attendance figures

Report in weekly safeguard & attendance meetings.

Attendance Lead/DSL

Conduct weekly attendance and safeguard meetings to identify patterns in attendance and identify appropriate actions to promote attendance.

Support Pastoral/Attendance with actions logged in the attendance folder located in Safeguard shared drive.

Follow Meadows School Internal Early help process in conjunction with the pastoral team.

In conjunction with the pastoral team, lead on external early help process with the LA Schools Attendance Support Team.

Complete Analysis of whole school data termly.

Develop strategies and interventions which promote good attendance.

Reported to SLT/DSLs and governors.

Monitoring trackers can be found in the Safeguarding Folder under Attendance in Staff Shared.

Vulnerable List – In Staff Shared-SAFEGUARD-Children receiving services.

Appendices 3 - Attendance Procedures

Students without concerns or are persistent absentees

- Student does not attend school
- 9:20am – Pastoral Team check Arbor, CPOMS and Dojo to see if a message has been left by parent/carer

Message received

- Pastoral Team may contact to find out further information and potential return date (logged on CPOMS)
- Home visit will take place if child hasn't been seen after a week (logged on CPOMS)
- Weekly contact with family must be made by school or other professionals until student is back in school. If we have concerns, we will make a home visit or videocall.

If the student is a Persistent Absentee

- The Pastoral Team will contact to find out further information and potential return date. A concern over students' low attendance. Ask if the school can help and support the family.
- If the student is not back in school by Day 3, consider with DSL whether a home visit or video call is required – DSL informed
- Weekly visits or video calls will continue weekly until school is back in school (logged on CPOMS)

No message received

- The Pastoral Team will attempt contact throughout the day leaving messages for all contacts, including letter/email and text
- Inform Assistant Headteacher to discuss student and risks of not being in school
- Day 2 – Attempt a home visit. Leave letter, requesting family to contact school (logged on CPOMS) – DSL informed
- Day 3 – Attempt another home visit a different time. Leave letter requesting family to contact school. Report to LA CNIS officer (logged on CPOMS) – DSL informed

Students with safeguarding concerns or receiving additional multi-agency support

- Students does not attend school
- 9:20am – Pastoral Team check Arbor, CPOMS and Dojo to see if a message has been left by parent/carer

Message received

- Pastoral Team will continue to make wellbeing calls every few days.
- Home visits will take place within the week; working with all professionals until student is back in school (logged on CPOMS)
- Inform DSL/Social Workers/Family Support

No message received

- Inform DSL/Social Workers/Family Support
- Attempt contact throughout the day, leaving messages for all contacts (logged on CPOMS)
- Contact other professionals including CCNS
- Day 1 – Home Visit attempted and if contact isn't made, leave a letter detailing the home visit attempt and a request to contact the school (logged on CPOMS)
- Day 2 – Repeat home visit at a different time. If there isn't any contact then report to DSL (logged on CPOMS)
- Day 3 – Still no contact, report to MASH and LA Children Not in School Officer (logged on CPOMS)

Appendix 4

Early Help Meeting- Attendance

Student Name:	DOB:	KS:	
Attendance % last half-term:			
Current Attendance%:			
1.Parents Name:			
2.Parent Name:			

Recap current Attendance and why Attendance is so important.

Attendance during one school year	Equals this number of days absent	Which is approximately this many weeks absent	Which means this number of lessons missed
90%	19 days	4 weeks	100 lessons
80%	38 days	8 weeks	200 lessons
70%	57 days	11.5 weeks	290 lessons

Notes:

Reasons for attendance – (Medical, family circumstances, Transport, Behaviour/ Routines)

Notes:

Strategies and support to put in place- (transporting, times, routines, SST, support from other agencies/ organisations and charities).

Notes:

Actions Agreed: By whom: How: when: Target% for Attendance.

Staff Signatures: Job Role:

Parent 1 Signature
Parent 2 Signature
Date of Review: