

# Attendance & Absence Policy

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## Key Document Details

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## 1. Changes

| Version | Date           | Page                           | Change  | Origin of change e.g.<br>Change in legislation,<br>Policy review.  |
|---------|----------------|--------------------------------|---|--|
| 5       | July 2024      | 6<br><br>7                     | Change of name from Attendance Champion to Attendance Champion<br>Penalty Notice information<br><br>Removal from roll   | Change in statutory guidance<br><br>Change in statutory guidance<br>• Fine amount<br>• No. of days<br><br>Updated language to match statutory guidance   |
| 6       | September 2024 | 9                              | Improved layout to support printing and rebranded<br><br>Appendix of contact details added  | Policy Review  |
| 6.1     | September 2024 | 6                              | Addition of Stage 4 to Attendance monitoring process  | Policy Review – change of process  |
| 6.2     | March 2025     | 15                             | Addition of Melksham Oak afternoon roll call times  | School amendment   |
| 6.3     | June 2025      | 3<br>17<br>19                  | Addition of a Glossary of Terms<br>Change Thomas Brewer to Amy Edwards<br>Change Tobi Marks for Scott Pollok (STL)  | Parent feedback<br>Staff change<br><br>Staff change  |
| 7       | September 2025 | 4<br><br>5<br>8<br><br>9<br>10 | Definition of Attendance Champion<br>Additional wording to roles & responsibilities<br><br>Clarification of DfE persistent and severe absent as terms<br>Clarification of fining<br>Expansion of information around Support Systems | Further description added<br>Additional language to convey Trust approach<br>Clarification for those not familiar with DfE terminology<br>Clarification around statutory process<br>Additional information to provide further insight into |

|     |               |    |   |  |
|-----|---------------|----|---|--|
|     |               |    |   | support systems for attendance<br>Confirming statutory DfE process                     |
|     |               | 11 | Additional information on data sharing  | Reference to local authority   |
|     |               | 11 | Addition to part-time timetables  |  |
|     |               | 24 | Appendix added with the DfE register codes  | To support stakeholders understanding codes used in each setting on Arbor              |
|     |               | 25 | Appendix added with menu of intervention and support                              | Additional information about non statutory offer that can be considered for attendance |
|     |               | 13 | Changed Drove Attendance Champion to Hollie Phillips                              | Staff Change   |
|     |               | 15 | Changed Grange Junior Attendance Champion to Emma Rudman                          | Staff Change   |
|     |               | 16 | Changed Larkhill Champion from Charlotte Harmer to Fiona Jenkins                  | Staff Change   |
|     |               | 17 | Changed Melksham Oak Attendance Champion from Scott Pollok to Grant Mitchell      | Staff Change   |
|     |               | 18 | Changed Attendance Officer Dawn Hadgraft to Pupil Services                        | Staff Change   |
|     |               | 21 | Changed Shaw register times and amended Thomas Brewer to Amy Edwards              | Staff Change   |
|     |               | 21 | Changed Attendance Champion Izzie Duck to Jo Donovan on SMBG                      | Staff Change   |
|     |               | 22 | Changed The Croft Attendance Champion Amy Knight to Karen Myler                   | Staff Change   |
|     |               | 22 | Changed Tregoze Attendance Champion to Esen Ruso                                  | Staff Change   |
|     |               |    | Changed Whitelands Attendance Champion Mr Idris Bowden to Mr Peter Brookes        |  |
| 7.1 | February 2026 | 21 | Changed The Ridgeway Attendance Champion John Robertson to Georgina Allbrook-Dunn | Staff change   |

## Glossary of terms

**DSL** – Designated Safeguarding Lead

**CPOMS** – Child Protection Online Management System

**MASH** – Multi-Agency Safeguarding Hub.

**Pastoral team/lead** – is a form of support staff within the school that address emotional, spiritual and sometimes physical needs of the child. There also could be an ELSA within the school which is a member of staff that are Emotional, Literacy Support Assistants.

**EWO** – Education Welfare Officer

**(Senior) Attendance Champion** – A lead member of staff who is responsible for promoting, supporting and improving attendance in their setting. They manage & monitor the attendance & punctuality of children in school and aim to lead in the support to break down barriers to attendance.

## Section 1

### 1.1 Introduction

The White Horse Federation is committed to providing an education of the highest quality for all its pupils, and recognises this can only be achieved by supporting and promoting excellent school attendance for all. Only by attending school regularly and punctually will children and young people be able to take full advantage of the educational opportunities available to them. High attainment depends on good attendance.

At the White Horse Federation we are committed to safeguarding and promoting the welfare of children. Our schools fulfil their responsibilities as laid out in 'Working Together to Safeguard Children', and 'Keeping Children Safe in Education'. Links to these documents can be found at the end of this policy.

The whole school community – pupils, parents & carers, teaching & support staff and school governors, have a responsibility for ensuring good school attendance and all have important roles to play.

The White Horse Federation recognises the important role that school attendance plays in safeguarding pupils, realising that unexplained absences can put a child at risk, as can significant absences over a longer period of time.

### 1.2 The Legal Framework

This policy meets the requirements of the new update working together to improve school attendance 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. The policy is set out within the framework of the Education Act 1996, the Education (Pupil Registration) (England) Regulations 2006, including amendments and other non-statutory guidance. As a parent you have a duty to ensure that your child attends school regularly and on time. Parents are liable to a Penalty Notice Fine or prosecution under Section 444 (1(A)).

The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at a school or by education otherwise than at a school.

Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school.

### 1.3 School's roles and responsibilities

All staff (teaching and support) have a key role to play in supporting and promoting excellent school attendance, and will work to provide an environment in which all our pupils are eager to learn, feel valued members of the school community and look forward to coming to school every day.

A member of the Leadership Team known as the School Attendance Champion, will oversee, direct and co-ordinate the school's work in promoting regular and improved attendance and will ensure the Attendance Policy is consistently applied throughout the school. This person will also ensure that up-to-date attendance data is available and relevant issues are shared with the Senior Leadership Team. They will ensure that attendance issues are identified at an early stage and that support is put in place to deal with any difficulties. Parents will regularly be reminded about the legal requirement for, and the importance of good school attendance.

By law schools are required to take an attendance register twice a day; at the start of the morning session and once during the afternoon. Any child who is not present at this time will be marked as an unauthorised absence unless leave has been granted by the school in advance, or the reason for absence is already known and accepted by the school as legitimate. Where a reason for absence is given and accepted by the school at a later stage, the register will be amended. The decision about whether any absence should be authorised or unauthorised rests with the school and not with parents.

The White Horse Federation recognises the clear links between attendance and attainment, and attendance and safeguarding children. It recognises that inappropriate authorisation of absence can be damaging to a young person's education.

The Senior Attendance Champion will ensure that all staff responsible for taking registers, including any temporary or supply staff, receive sufficient training to enable them to perform the task correctly. The school will ensure the attendance register is marked accurately. Classroom teachers are responsible for completing the attendance registers, and the Attendance Officer or administrator will ensure the correct codes are in place.

All staff must address attendance issues transparently and compassionately. It means having direct conversations about patterns of lateness or absence, while showing genuine concern for well-being and context. This approach builds trust, deters resentment, and encourages a culture of mutual respect and responsibility.

## 1.4 Expectations of Trustees and Governors

All White Horse Federation trustees and governing bodies will:

- Recognise the importance of school attendance and promote it across the school.
- Ensure school leaders fulfil expectations and statutory duties.
- Regularly review attendance data, discuss, and challenge trends, and help school leaders focus improvement efforts on the individual pupils or cohorts who need it most.
- Ensure school staff receive adequate training on attendance.

## 1.5 Daily Absence Procedure

At all White Horse Federation schools, parents are expected to inform the school at the earliest opportunity of their child's absence. This should be done by telephoning or emailing the contacts provided at the start of this policy. If parents have not contacted the school, the school will contact parents and will continue to do so until contact is made. If school is unable to contact the parent, they will try all other contacts they hold on record, in order of priority until contact is established.

If an illness is prolonged, parents are asked to keep the school informed of progress and provide medical evidence. Parents are also requested to contact the school in advance to request any arranged absences, such as a hospital appointment or dentist. However, we request that as many routine appointments as possible are arranged out of school hours.

After the morning registers are complete, school will run a report to show all missing pupils/pupils for whom no explanation of absence has been received from parent/carer.

If a parent or carer has concerns about their child's attendance then they should get in touch with the school to seek additional support. At (school's name) the parent should contact the following staff: [\(name, role, contact details\)](#)

|                                      |  |
|--------------------------------------|--|
| <b>1<sup>st</sup> day of absence</b> | Pupil recorded as absent from Registers<br><br>Attendance staff send absence notification to parents/carers (telephone call or automated notification)<br><br>If no response from parent, Pastoral Team/DSL/Attendance Champion/Headteacher, to make decisions that may result in either direct telephone/email contact from school, or home visit (depending on level of risk). |
| <b>2<sup>nd</sup> day of absence</b> | Pupil recorded as absent from Register.  |

|                                       |   |
|---------------------------------------|---|
|                                       | <p>Attendance staff send Absence notification to parents/carers.</p> <p>Pastoral Team/DSL/Attendance Champion/Headteacher alerted to those pupils who have had a 2<sup>nd</sup> day of absence with no notification from parent/carer.</p> <p>Any pupil who is deemed vulnerable will automatically be visited by school staff on day 2 without contact, unless specifically advised not to do so by DSL.</p>   |
| <b>3<sup>rd</sup> day of absence</b>  | <p>Pupil recorded as absent from Register</p> <p>Attendance Team send Absence notification to parents/carers</p> <p>Pastoral Team/DSL/Headteacher alerted to those pupils who have had a 3<sup>rd</sup> day of absence with no notification.</p> <p><b>Home visit is completed for all pupils on 3<sup>rd</sup> day of absence without contact from parent/carer. TWHF Home visit form is completed &amp; CPOMS log submitted on return. Discussion held with DSL/Headteacher to agree further action. (This may include repeated home visits, request for welfare checks from Police, DSL/Headteacher contacting Police/MASH etc).</b></p> |
| <b>10<sup>th</sup> day of absence</b> | CME form completed<br>Emailed securely to the Local Authority   |

Welfare checks are undertaken on pupils who have had 5 continuous days of absence (excluding those with hospital admissions), including those where the school has been informed of the absence by parent/carer. This is to ensure all children are regularly sighted. Any home visits must be undertaken by two staff members and must be logged on an appropriate system.

## 1.6 Punctuality

Any pupil who arrives after the closing of the register will need to sign in. Those who arrive after the register has closed will be recorded on the register as code U (late after registers have closed) which will give them an unauthorised session absence. Any pupil who is consistently late for school will be picked up by the Attendance Officer or Pastoral Lead. Continuous lateness will contribute to regular unauthorised attendance and therefore could result in a penalty notice being issued.

## 1.7 Leave of Absence During Term Time

The Trustees, Local Governors and Headteachers do not support parents taking their children out of school for holidays.

Parents do not have a legal right to take children out of school, and Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Examples of exceptional circumstances include service personnel who are prevented from taking leave of absence outside term time at any point in the school year, or the terminal illness or bereavement of a parent or sibling if the absence is concurrent. A letter from an employer may be required to support restricted work annual leave.

If parents do wish to request leave of absence or Holidays in Term Time for such exceptional circumstances, they should use the White Horse Formal leave of absence form (which is accessible on the school website).

Requests for leave of absence will be looked at on a case-by-case basis and it is up to the discretion of the Headteacher to make a decision about whether a request may be considered an exceptional circumstance or not. The Headteacher will inform the parent in writing as to the decision made regarding the request.

If parents decide to take their children on holiday where the absence is unauthorised, the school will follow the Local Authority's Guidance for Schools on leave of absence during term time, and inform the Education Welfare Service who may, on behalf of the Local Authority, issue a fixed penalty notice. Information about fixed penalty notices is available below.

The Headteacher is advised to treat each application individually, and will consider the following factors when making a

decision;

- The child's overall attendance record
- Whether the absence falls during a year when public examinations are due or government tests.
- The effect on the child's continuity of learning
- The family circumstances
- Sibling attendance at other WHF school (Headteachers will make a joint decision if there is a sibling attending another WHF school)

When an absence is approved then it is an authorised absence. Should parents/carers keep their child away in excess of the agreed period, then the extra time will be treated as an unauthorised absence. An absence request for a holiday can only be made by the parent/carer with whom the child lives.

## 1.8 Leaving School before the end of the day

It is not expected that children should need to leave early. However, in some exceptional circumstances, children may have to be collected early from school.

Parents/carers who wish to collect their children early must inform the school by telephone or in writing, stating clearly the reason why the child is leaving school.

Requests may only be made by the parent/carer with day-to-day care. This safeguards against an estranged parent/carer making a request without the knowledge of the parent who has care and control. If there are other arrangements in place for the child to leave the school premises, such as another adult will collect the child, the school must be informed in writing.

It is the responsibility of parents/carers to keep the school fully aware of contact details of named and responsible adults.

## 1.9 Collection at the end of the School day (Not applicable to our Secondary School Pupils)

We do recognize that some of our pupils do have permission to either leave school independently at the end of the school day, or are transported home via pre-arranged taxi or bus. However, in the instance where arrangements are in place for a child to be collected, the following will apply;

- Children should be collected promptly at the end of the school day.
- If someone other than the usual parent/carer is collecting the child, we ask that the school office be notified in writing, in advance.
- Any child who is not collected at the end of the school day will be directed to the school office and contacts will be telephoned in order of priority to find out the reason for this. After 15 minutes' children will then be put into after school care, where this is available, whereby parents/carers will be charged for this service. If parents/carers fail to collect their children by 5pm with no contact from the parents/carers, then the local authority children's safeguarding team, along with the police may be contacted.

## 1.10 Attendance Monitoring

Whole school attendance is monitored on a weekly basis and clear procedures are followed should there be any concerns. The School Attendance Champion and Attendance Team will monitor and analyse weekly attendance patterns and trends and deliver intervention and support in a targeted way to pupils and families. The White Horse Federation uses a staged approach **to effectively manage pupil absence where attendance falls below 96%** (where no medical/other evidence to support authorising absence has been provided):

### Attendance Stage 1

- A Stage 1 letter is sent home raising concerns that attendance has fallen below DfE expectations and is being monitored
- A stage 1 letter should be considered when attendance falls below 96%
- If there is little or no improvement at next week's monitoring progress to Stage 2.

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| <b>Attendance Stage 2</b>   |
| <ul style="list-style-type: none"> <li>• Stage 2 letter sent home</li> <li>• If the next week there is little or no improvement in attendance school will arrange a School Attendance Contract with parents to agree an action plan. Parents will be sent a written record of this meeting within 5 working days.</li> <li>• If the parent does not attend the meeting, an opportunity will be given for a new date. On the second date the meeting will be held with or without the parent present.</li> <li>• Attendance will be reviewed by school in 3 weeks. During this period no absence will be authorised without supporting medical evidence. Following the meeting it is normal practice to expect 100% attendance.</li> <li>• If there is little or no improvement at the review, parents will be invited into school for a Review meeting where a revised plan is agreed. At this stage parents can be sent Notice to Improve Letter warning against future unauthorised absences within a set timeframe. See below for more information.</li> </ul> |
| <b>Attendance Stage 3</b>   |
| <ul style="list-style-type: none"> <li>• Referral to Education Welfare Officer (EWO) or Local Authority School designated EWO</li> <li>• You may refer to the White Horse EWO earlier if a pupil has been at Stage 3 in a previous academic year</li> <li>• If following the Review of the School Attendance Contract there is still no improvement in attendance, school may refer to their named Education Welfare Officer who will then arrange to meet with parents/carers.</li> <li>• EWO or School Attendance Champion will consider instigating legal proceedings by consulting/referring to the relevant Local Authority.</li> </ul>  |
| <b>Attendance Stage 4 * Additional staged layer of monitoring to be used at schools' discretion</b>   |
| <ul style="list-style-type: none"> <li>• If following the Review of the School Attendance Contract there is still no improvement in attendance, the school may will ask the parents/family to engage with a formal Attendance Panel (This panel will include Senior Leaders and relevant Trust staff which may include the Attendance Trust lead or EWO)</li> <li>• At this panel a formal contract will be written, agreed and signed and review date agreed</li> <li>• At this stage a Notice to Improve will be issued.</li> <li>• EWO or School Attendance Champion will consider instigating legal proceedings by consulting/referring to the relevant Local Authority.</li> </ul>   |

#### **Definitions of absence (DfE statutory):**

- A pupil is classed as **persistently absent** if they miss **10% or more** of possible sessions.
- A pupil is classed as **severely absent** if they miss **50% or more** of possible sessions.

The Trust recognises that these pupils require targeted support and, where necessary, multi-agency intervention to remove barriers and secure regular attendance.

### **1.11 Penalty Notices**

Penalty notices are issued to parents as an alternative to prosecution where they have failed to ensure that their child of compulsory school age regularly attends the school where they are registered or, in certain cases, at a place where alternative provision is provided. Penalty notices can be used by all schools where the pupil's absence has been recorded with one or more of the unauthorised codes and that absence(s) constitutes an offence. A penalty notice can be issued to each parent liable for the offence or offences.

All schools must consider whether a penalty notice is appropriate in each individual case where one of their pupils reaches the national threshold for considering a penalty notice. Schools should not have a blanket position of issuing or not issuing penalty notices and should make judgements on each individual case to ensure fairness and consistency.

The threshold is;

- 10 sessions of unauthorised absence in a rolling period of 10 school weeks.

*A school week means any week in which there is at least one school session. This can be met with any combination of unauthorised absence (e.g. 4 sessions of holiday taken in term time plus 6 sessions of arriving late after the register closes all within 10 school weeks).*

*These sessions can be consecutive (e.g. 10 sessions of holiday in one week) or not (e.g. 6 sessions of unauthorised absence taken in 1 week and 1 per week for the next 4 weeks).*

*The period of 10 school weeks can also span different terms or school years (e.g. 2 sessions of unauthorised absence in the Summer Term and a further 8 within the Autumn Term).*

If a pupil takes unauthorised term time leave for 10 consecutive sessions or more (generally 5 days) they will be subject to a penalty notice. The fine for a penalty notice is increasing – to £80 per parent, per child. This increases to £160 if paid after 21 days but within 28 days for pupils who are of statutory school age. If a penalty notice remains unpaid, parents may be the subject of court proceedings for failing to ensure the regular school attendance of their child and this could result in a fine of up to £2,500 and/or a term of imprisonment of up to 3 months per parent.

For second offences of unauthorised term time leave (10 consecutive sessions or more) within a three-year rolling period, the fine is a flat £160 per parent, per child. No reduced amount.

For the third offence in a three-year rolling period, the referral will be automatically considered for prosecution in relation to Section 444 Education Act 1996.

These fines will apply to term time leave taken after 19<sup>th</sup> August 2024.

The three-year rolling period begins from the date the first PN fine is issued to the parent after 19<sup>th</sup> of August 2024.

## 1.12 Removal From School Roll

A pupil will be removed from the school roll in accordance with the regulations in The Education (Pupil Registration) (England) Regulations of 2006. These regulations include when:

- Parents make a written request to the school to home school their child. (EHE White Horse process must be followed)
- Parents make a written request for a change of school, and the receiving school confirms that they have started.
- They have been on a managed move and the school they are attending has agreed to take them on roll.
- They have left at the end of Year 11.
- They have been continually absent from school for a period of not less than 4 weeks and both the school and the Local Education Authority have failed, after reasonable enquiry, to locate the pupil.

This follows the Child Missing Education procedures.

- The pupil no longer lives a reasonable distance from the school
- The pupil is detained under a sentence of detention
- The pupil has been permanently excluded from the school and any outcome or appeal or reinstatement has been finalised

## 1.13 Strategies for Promoting Attendance

- Mark the registers in accordance with the law twice a day
- Inform any parents/carers who have not contacted the school, of the absence of their child on a particular day.
- Maintain records and monitor attendance of pupils on a regular basis.
- Authorise absences in accordance with the government guidelines. Please note that only the Headteacher can authorise absence.
- Contact parents/carers when the attendance falls below acceptable levels and/or when particular patterns of absence are causing concerns.
- Provide reintegration support for pupils returning from long-term absence.
- Create a triangulated supportive approach for improving attendance on an individual basis
- Focus on persistently absent and severely absent cohorts and strategies to reduce barriers for children who fall within this category.
- Be aware of key target and focus groups' attendance in order to understand patterns of absence methods for reducing the barriers facing these cohorts.
- Maintain a range of strategies to encourage good attendance by means of rewards.
- Appropriate use of Early Help Assessment which may trigger additional family support
- Work with relevant external agencies if a pupils' attendance becomes a concern, i.e. Local Authority EWO team, Social Care, CAMHS, Education Welfare Service and The Police.

## 1.14 Support Systems

The White Horse Federation recognise that poor attendance can be an indication of difficulties in a child's life. This may be related to problems at home and or in school. We operate in a 'Support First' manner with the aim to be 'Candid, Caring & Consistent' Parents/carers should make school aware of any difficulties or changes in circumstances that may affect their child's attendance and or behaviour in school, for example, bereavement, divorce/separation, incidents of domestic abuse. This will help the school identify any additional support that may be required. School will work with pupils and parent/carers to remove any barriers to attendance by building strong and trusting relationships and working together to put the right support in place.

The White Horse Federation also recognises that some pupils are more likely to require additional support to attain good attendance, for example, those with special educational needs, those with physical or mental health needs, and looked after children. School will implement a range of strategies to support improved attendance. Strategies used may include;

- Discussion with parents and pupils
- School Attendance Contracts
- Counselling
- Attendance report cards
- Referrals to support agencies
- Learning mentors
- Pupil Voice activities
- PSHE
- Reward systems
- Time limited part time timetables (only to be agreed by School Attendance Champion or/and Headteacher)
- Additional learning support
- Reintegration support packages
- Referral process to the Central Inclusion Team

Particular focus will be given to pupils who are absent from school more than they are present (those missing 50% or more of school). These severely absent pupils may find it more difficult to be in school or face bigger barriers to their regular attendance and as such are likely to need more intensive support across a range of partner agencies.

Where absence means pupils have missed 10% or more of school (equivalent to 1 day or more a fortnight across a full school year), the school will work together with pupil and parents/carers to put additional targeted support in place to remove any barriers to attendance and reengage these pupils. In doing so, school will sensitively consider some of the reasons for absence and understand the importance of school as a place of safety and support for children who might be facing difficulties, rather than reaching immediately for punitive approaches.

Support offered to families will be child centred and planned in discussion and agreement with both parents/carers and pupils. The school will prioritise the opportunity to have student voice to gain an understanding of the barriers a student may be facing and to help identify an appropriate next step plan. Schools are encouraged to promote a Culture of 'Highest Expectations – Highest Support' and should look to utilise the Trust's intervention menu to take actions at different levels of attendance to support every young person along their school journey to help reduce barriers they are facing. Please see appendix for intervention menu. Where parents/carers fail or refuse to engage with the support offered and further unauthorised absence occurs, School will consider the use of legal sanction

## 1.15 Part-time Timetables

All pupils of compulsory school age are entitled to a full-time education. In very exceptional circumstances, where it is in a pupil's best interests, there may be a need for a temporary part-time timetable to meet their individual needs. For example, where a medical condition prevents a pupil from attending full-time education and a part-time timetable is considered as part of a re-integration package. A part-time timetable **should not** be used to manage a pupil's behaviour.

A part-time timetable must only be in place for the shortest time necessary and not be treated as a long-term solution. Any pastoral support programme or other agreement should have a time limit by which point the pupil is expected to attend fulltime, either at school or alternative provision. There should also be formal arrangements in place for regularly reviewing it with the pupil and their parents (minimum fortnightly). In agreeing to a part-time timetable, a school has agreed to a pupil being absent from school for part of the week or day and therefore must treat absence as authorised. If the part – time timetable goes beyond six weeks it should be re-agreed and new paperwork signed. It is expected good practice to review the success and therefore the arrangements/logistics of the timetable every two weeks to aim to increase access to education on site. Any part – time timetable must be in agreement with the local authority and details

of which logged with them as an appropriate safeguarding measure.

## 1.16 How Data Is used

Pupil-level absence data is collected each week and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside national statistics. We compare our attendance data to the national average and share this with Governors and Trustees. Additionally, as a Trust we use Power BI to monitor daily, weekly and termly attendance for all of our schools.

In line with statutory requirements introduced in August 2024, all schools within The White Horse Federation also submit their **daily attendance registers electronically to the Department for Education**. This enables secure, near real-time monitoring of attendance at school, trust, local authority and national level. The data supports the identification of persistent or severe absence, allows earlier intervention with pupils and families, and strengthens safeguarding arrangements.

## 1.17 Children Missing in Education

A child who is missing from education is a potential indicator of abuse or neglect. Staff in education provision should follow the provision's procedures for dealing with children that go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation, and to help prevent the risks of their going missing in the future.

All children, regardless of their circumstances, are entitled to a full-time education which is suitable for their age, ability, aptitude and any special educational needs they may have. Central to raising standards in education and ensuring all pupils can fulfil their potential, pupils need to attend regularly. Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in both primary and secondary school.

The Trust will ensure schools maintain admissions and attendance registers. All pupils will be placed on both registers. The schools will use the national absence and attendance codes to record and monitor attendance and absence in a consistent way which complies with regulations.

The Trust will promote good school attendance and put in place appropriate safeguarding policies, procedures and responses for children who go missing in education.

All schools will inform the Local Authority of any pupil who fails to attend school regularly or who has been absent without the school's permission for a continuous period of 10 school days or more.

The schools will follow agreed safeguarding and child protection procedures where it is suspected that children missing from education are suffering from abuse or neglect. If there is reason to suspect that a crime has been committed or the child's safety is at risk, the police will be involved.

## 1.18 Relevant Policies

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)
- It also refers to:
  - [working together to improve school attendance](#)
  - [school attendance parental responsibility measures](#).
  - [School census guidance](#)
  - [Keeping Children Safe in Education](#)
  - [Mental health issues affecting a pupil's attendance: guidance for schools](#)

## Section 2 – Appendix

### 2.1 Bowerhill Primary School

#### Key Information for Bowerhill Primary School

|   |  |
|---|--|
| School Attendance Champion                        | Rachael Amor   |
| School Attendance Champion (Main form of contact) | <a href="mailto:admin@bowerhill.wilts.sch.uk">admin@bowerhill.wilts.sch.uk</a> |
| School telephone number                           | 01225 700964   |
| School email address                              | <a href="mailto:admin@bowerhill.wilts.sch.uk">admin@bowerhill.wilts.sch.uk</a> |
| School absence email address                      | <a href="mailto:admin@bowerhill.wilts.sch.uk">admin@bowerhill.wilts.sch.uk</a> |
| Contact number for Pastoral/Inclusion/FSW         | 01249 700964   |
| Time registers open in the morning                | 08:35am  |
| Time registers close in the morning               | 08:45am  |

#### Daily Absence Procedure

If a parent or carer has concerns about their child's attendance, then they should get in touch with the school to seek additional support. At **Bowerhill Primary School** the parent should contact the following staff: **Rachael Amor, Deputy Headteacher, 01225 700964**

### 2.2 Devizes School & Sixth Form College

#### Key Information for Devizes School & Sixth Form College

|   |  |
|---|--|
| School Attendance Champion                        | Ben Cave   |
| School Attendance Champion (Main form of contact) | <a href="mailto:bcave@devizes.wilts.sch.uk">bcave@devizes.wilts.sch.uk</a>           |
| School telephone number                           | 01380 724886   |
| School email address                              | <a href="mailto:reception@devizes.wilts.sch.uk">reception@devizes.wilts.sch.uk</a>   |
| School absence email address                      | <a href="mailto:attendance@devizes.wilts.sch.uk">attendance@devizes.wilts.sch.uk</a> |
| Contact number for Pastoral/Inclusion/FSW         | 01380 724886   |
| Time registers open in the morning                | 08:30am  |
| Time registers close in the morning               | 09:00am  |

#### Daily Absence Procedure

If a parent or carer has concerns about their child's attendance, then they should get in touch with the school to seek additional support. At **Devizes School & Sixth Form College** the parent should contact the following staff: **Jackie Macphee, Family Liaison Worker- [reception@devizes.wilts.sch.uk](mailto:reception@devizes.wilts.sch.uk)**

### 2.3 Drove Primary School

#### Key Information for Drove Primary School

|   |  |
|---|--|
| School Attendance Champion                        | Hollie Phillips  |
| School Attendance Champion (Main form of contact) | Hollie Phillips  |
| School telephone number                           | 01793 818608   |
| School email address                              | <a href="mailto:admin@drove-pri.swindon.sch.uk">admin@drove-pri.swindon.sch.uk</a> |
| School absence email address                      | <a href="mailto:admin@drove-pri.swindon.sch.uk">admin@drove-pri.swindon.sch.uk</a> |
| Contact number for Pastoral/Inclusion/FSW         | 01793 818608   |
| Time registers open in the morning                | 08:30am  |
| Time registers close in the morning               | 08:40am  |

#### Daily Absence Procedure

If a parent or carer has concerns about their child's attendance, then they should get in touch with the school to seek additional support. At **Drove Primary School** the parent should contact the following staff: **Hollie Phillips, Assistant Principal, 01793 818608**

#### 2.4 Forest & Sandridge Primary School

##### Key Information for Forest & Sandridge Primary School

|   |  |
|---|--|
| School Attendance Champion                        | James Mead   |
| School Attendance Champion (Main form of contact) | 01225 703394   |
| School telephone number                           | 01225 703394   |
| School email address                              | <a href="mailto:office@forestsandridge.wilts.sch.uk">office@forestsandridge.wilts.sch.uk</a> |
| School absence email address                      | N/A  |
| Contact number for Pastoral/Inclusion/FSW         | 01225 703394   |
| Time registers open in the morning                | 08:45am (gates open 08.35am)   |
| Time registers close in the morning               | 09:00am  |

#### Daily Absence Procedure

If a parent or carer has concerns about their child's attendance, then they should get in touch with the school to seek additional support. At **Forest & Sandridge Primary School** the parent should contact the following staff: **James Mead, Deputy Headteacher, 01225 703394**

#### 2.5 Gagle Brook Primary School

##### Key Information for Gagle Brook Primary School

|  |  |
|--|--|
| School Attendance Champion   | Luke Graham & Emily Holloway   |
| School Attendance Champion (Main form of contact)  | Telephone office   |
| School telephone number  | 01869 228750   |
| School email address   | <a href="mailto:office@gaglebrook.org.uk">office@gaglebrook.org.uk</a> |
| School absence email address   | <a href="mailto:office@gaglebrook.org.uk">office@gaglebrook.org.uk</a> |
| Contact number for Pastoral/Inclusion/FSW  | As above   |
| Time registers open in the morning   | 08:30am  |
| Time registers close in the morning  | 08:45am  |
| Time registers close in the afternoon:   | 01:10pm  |
| School day timings for children placed in SEND Resource Base: 9am – 3pm (registers close at 9:30am and 1:10pm) |  |

#### Daily Absence Procedure

If a parent or carer has concerns about their child's attendance, then they should get in touch with the school to seek additional support. At **Gagle Brook Primary School** the parent should contact the following staff: **School Office, 01869 228750**

#### 2.6 Gorse Hill Primary School

##### Key Information for Gorse Hill Primary School

|   |  |
|---|--|
| School Attendance Champion                        | Candida Hutchinson   |
| School Attendance Champion (Main form of contact) | <a href="mailto:chutchinson@twhf.org.uk">chutchinson@twhf.org.uk</a>                 |
| School telephone number                           | 01793 523800   |
| School email address                              | <a href="mailto:office@gorsehill.swindon.sch.uk">office@gorsehill.swindon.sch.uk</a> |

|   |  |
|---|--|
| School absence email address              | <a href="mailto:office@gorsehill.swindon.sch.uk">office@gorsehill.swindon.sch.uk</a>   |
| Contact number for Pastoral/Inclusion/FSW | Ros Ginger – Inclusion –<br><a href="mailto:rginger@gorsehill.swindon.sch.uk">rginger@gorsehill.swindon.sch.uk</a><br>01793 523800 |
| Time registers open in the morning        | 08:30am  |
| Time registers close in the morning       | 08:45am  |

#### Daily Absence Procedure

If a parent or carer has concerns about their child's attendance, then they should get in touch with the school to seek additional support. At **Gorse Hill Primary School** the parent should contact the following staff: **Rachel Milton, Senior People Services Officer, 01793 523800**

### 2.7 Grange Infants School

#### Key Information for Grange Infants School

|   |  |
|---|--|
| School Attendance Champion                        | Emma Rudman  |
| School Attendance Champion (Main form of contact) | Emma Rudman  |
| School telephone number                           | 01793 822357   |
| School email address                              | <a href="mailto:admin@grange-inf.swindon.sch.uk">admin@grange-inf.swindon.sch.uk</a> |
| School absence email address                      | <a href="mailto:admin@grange-inf.swindon.sch.uk">admin@grange-inf.swindon.sch.uk</a> |
| Contact number for Pastoral/Inclusion/FSW         | 01793 822357   |
| Time registers open in the morning                | 08:20am  |
| Time registers close in the morning               | 08:30am  |

#### Daily Absence Procedure

If a parent or carer has concerns about their child's attendance, then they should get in touch with the school to seek additional support. At **Grange Infants School** the parent should contact the following staff: **Emma Rudman, Assistant Headteacher (Infants), 01793 822357**

### 2.8 Grange Junior School

#### Key Information for Grange Junior School

|   |  |
|---|--|
| School Attendance Champion                        | Emma Rudman  |
| School Attendance Champion (Main form of contact) | Emma Rudman  |
| School telephone number                           | 01793 822405   |
| School email address                              | <a href="mailto:admin@grange-jun.swindon.sch.uk">admin@grange-jun.swindon.sch.uk</a> |
| School absence email address                      | <a href="mailto:admin@grange-jun.swindon.sch.uk">admin@grange-jun.swindon.sch.uk</a> |
| Contact number for Pastoral/Inclusion/FSW         | 01793 822405   |
| Time registers open in the morning                | 08:40 am   |
| Time registers close in the morning               | 08:50 am   |

#### Daily Absence Procedure

If a parent or carer has concerns about their child's attendance, then they should get in touch with the school to seek additional support. At **Grange Junior School** the parent should contact the following staff: **Emma Rudman, Assistant Headteacher (Infants), 01793 822357**

### 2.9 Haydon Wick Primary School

#### Key Information for Haydon Wick Primary School

|   |                |
|---|----------------|
| School Attendance Champion                        | Claire Kent    |
| School Attendance Champion (Main form of contact) | Email or phone |

|   |  |
|---|--|
| School telephone number                   | 01793 706606   |
| School email address                      | <a href="mailto:admin@haydonwick.swindon.sch.uk">admin@haydonwick.swindon.sch.uk</a> |
| School absence email address              | <a href="mailto:admin@haydonwick.swindon.sch.uk">admin@haydonwick.swindon.sch.uk</a> |
| Contact number for Pastoral/Inclusion/FSW | 01793 706606   |
| Time registers open in the morning        | 08:20am  |
| Time registers close in the morning       | 08:30am  |

#### Daily Absence Procedure

If a parent or carer has concerns about their child's attendance, then they should get in touch with the school to seek additional support. At Haydon Wick Primary School the parent should contact the following staff: **Claire Kent**, Inclusion worker, 07860 929201

#### 2.10 Larkhill Primary School

##### Key Information for Larkhill Primary School

|   |  |
|---|--|
| School Attendance Champion                        | Fiona Jenkins  |
| School Attendance Champion (Main form of contact) | 01980 348 079  |
| School telephone number                           | 01980 348 079  |
| School email address                              | <a href="mailto:admin@larkhill.wilts.sch.uk">admin@larkhill.wilts.sch.uk</a> |
| School absence email address                      | <a href="mailto:admin@larkhill.wilts.sch.uk">admin@larkhill.wilts.sch.uk</a> |
| Contact number for Pastoral/Inclusion/FSW         | <a href="mailto:rhale@larkhill.wilts.sch.uk">rhale@larkhill.wilts.sch.uk</a> |
| Time registers open in the morning                | 08:30am  |
| Time registers close in the morning               | 08:45am  |

#### Daily Absence Procedure

If a parent or carer has concerns about their child's attendance, then they should get in touch with the school to seek additional support. At Larkhill Primary School the parent should contact the following staff: **Kerry Ball**, School Administrator, 01980 348079

#### 2.11 Melksham Oak Community School

##### Key Information for Melksham Oak Community School

|   |  |
|---|--|
| School Attendance Champion                        | Grant Mitchell   |
| School Attendance Champion (Main form of contact) | <a href="mailto:gmitchell@melkshamoak.wilts.sch.uk">gmitchell@melkshamoak.wilts.sch.uk</a> |
| School telephone number                           | 01225 792733   |
| School email address                              | <a href="mailto:admin@melkshamoak.wilts.sch.uk">admin@melkshamoak.wilts.sch.uk</a>         |
| School absence email address                      | <a href="mailto:absence@melkshamoak.wilts.sch.uk">absence@melkshamoak.wilts.sch.uk</a>     |
| Contact number for Pastoral/Inclusion/FSW         | 01225 792700   |
| Time registers open in the morning                | 08:40am  |
| Time registers close in the morning               | 09:10am  |
| Time registers open in the afternoon:             | 12:30pm  |
| Time registers close in the afternoon:            | 01:30pm  |

#### Daily Absence Procedure

If a parent or carer has concerns about their child's attendance, then they should get in touch with the school to seek additional support. At Melksham Oak Community School the parent should contact the following staff: **Angela Couch**, Attendance Officer, 01225 792704

## 2.12 Moredon Primary & Nursery School

### Key Information for Moredon Primary & Nursery School

|   |  |
|---|--|
| School Attendance Champion                        | Claire Leach   |
| School Attendance Champion (Main form of contact) | <a href="mailto:admin@moredon.swindon.sch.uk">admin@moredon.swindon.sch.uk</a> |
| School telephone number                           | 01793 600344   |
| School email address                              | <a href="mailto:admin@moredon.swindon.sch.uk">admin@moredon.swindon.sch.uk</a> |
| School absence email address                      | <a href="mailto:admin@moredon.swindon.sch.uk">admin@moredon.swindon.sch.uk</a> |
| Contact number for Pastoral/Inclusion/FSW         | 01793 600344   |
| Time registers open in the morning                | 08:35am  |
| Time registers close in the morning               | 08:45am  |

#### Daily Absence Procedure

If a parent or carer has concerns about their child's attendance, then they should get in touch with the school to seek additional support. At Moredon Primary & Nursery School the parent should contact the following staff: Helen Slater, Senior Pupil Services Officer, 01793 600344

## 2.13 Mountford Manor

### Key Information for Mountford Manor

|   |  |
|---|--|
| School Attendance Champion                        | Helen Wollington   |
| School Attendance Champion (Main form of contact) | <a href="mailto:admin@mountfordmanor.swindon.sch.uk">admin@mountfordmanor.swindon.sch.uk</a> |
| School telephone number                           | 01793 536494   |
| School email address                              | <a href="mailto:admin@mountfordmanor.swindon.sch.uk">admin@mountfordmanor.swindon.sch.uk</a> |
| School absence email address                      | <a href="mailto:admin@mountfordmanor.swindon.sch.uk">admin@mountfordmanor.swindon.sch.uk</a> |
| Contact number for Pastoral/Inclusion/FSW         | 01793 536494   |
| Time registers open in the morning                | 08:40am  |
| Time registers close in the morning               | 08:50am  |

#### Daily Absence Procedure

If a parent or carer has concerns about their child's attendance, then they should get in touch with the school to seek additional support. At Mountford Manor the parent should contact the following staff: Sally Richie, Pupil Services Officer, 01793 536494

## 2.14 Nylands Primary

### Key Information for Nylands Primary

|   |  |
|---|--|
| School Attendance Champion                        | Gina Birkett   |
| School Attendance Champion (Main form of contact) | <a href="mailto:gbirkett@nyland-pri.swindon.sch.uk">gbirkett@nyland-pri.swindon.sch.uk</a> |
| School telephone number                           | 01793 535023   |
| School email address                              | <a href="mailto:admin@nyland-pri.swindon.sch.uk">admin@nyland-pri.swindon.sch.uk</a>       |
| School absence email address                      | <a href="mailto:admin@nyland-pri.swindon.sch.uk">admin@nyland-pri.swindon.sch.uk</a>       |
| Contact number for Pastoral/Inclusion/FSW         | Michelle Wynn 01793 535023   |
| Time registers open in the morning                | 08:50am  |
| Time registers close in the morning               | 09:30am  |

#### Daily Absence Procedure

If a parent or carer has concerns about their child's attendance, then they should get in touch with the school to seek additional support. At Nylands Primary the parent should contact the following staff: Gina Birkett, Deputy Headteacher, 01793 535023

## 2.15 Rodbourne Cheney Primary

### Key Information for Rodbourne Cheney Primary

|   |  |
|---|--|
| School Attendance Champion                        | Sarah Harris   |
| School Attendance Champion (Main form of contact) | 01793 534710   |
| School telephone number                           | 01793 534710   |
| School email address                              | <a href="mailto:admin@rodbournecheney.swindon.sch.uk">admin@rodbournecheney.swindon.sch.uk</a> |
| School absence email address                      | <a href="mailto:admin@rodbournecheney.swindon.sch.uk">admin@rodbournecheney.swindon.sch.uk</a> |
| Contact number for Pastoral/Inclusion/FSW         | 01793 534710   |
| Time registers open in the morning                | 08:35am  |
| Time registers close in the morning               | 08:45am  |

#### Daily Absence Procedure

If a parent or carer has concerns about their child's attendance, then they should get in touch with the school to seek additional support. At Rodbourne Cheney Primary the parent should contact the following staff: **Mrs Stephenson, Pupil Welfare Officer**

## 2.16 Seend CofE Primary

### Key Information for Seend CofE Primary

|   |  |
|---|--|
| School Attendance Champion                        | Holly Chivers  |
| School Attendance Champion (Main form of contact) | Amy Lacey  |
| School telephone number                           | 01380 828334   |
| School email address                              | <a href="mailto:admin@seend.wilts.sch.uk">admin@seend.wilts.sch.uk</a> |
| School absence email address                      | <a href="mailto:admin@seend.wilts.sch.uk">admin@seend.wilts.sch.uk</a> |
| Contact number for Pastoral/Inclusion/FSW         | 01380 828 334  |
| Time registers open in the morning                | 08:40am  |
| Time registers close in the morning               | 08:45am  |

#### Daily Absence Procedure

If a parent or carer has concerns about their child's attendance, then they should get in touch with the school to seek additional support. At Seend CofE Primary the parent should contact the following staff: **Holly Chivers, Assistant Headteacher, on: 01380 828334**

## 2.17 Shaw CofE Primary

### Key Information for Shaw CofE Primary

|   |  |
|---|--|
| School Attendance Champion                        | Amy Edwards  |
| School Attendance Champion (Main form of contact) | <a href="mailto:head@shaw.wilts.sch.uk">head@shaw.wilts.sch.uk</a>   |
| School telephone number                           | 01225 702544   |
| School email address                              | <a href="mailto:admin@shaw.wilts.sch.uk">admin@shaw.wilts.sch.uk</a> |
| School absence email address                      | <a href="mailto:admin@shaw.wilts.sch.uk">admin@shaw.wilts.sch.uk</a> |
| Contact number for Pastoral/Inclusion/FSW         | 01225 702544   |
| Time registers open in the morning                | 08:55am  |
| Time registers close in the morning               | 09:00am  |

#### Daily Absence Procedure

If a parent or carer has concerns about their child's attendance, then they should get in touch with the school to seek additional support. At Shaw CofE Primary the parent should contact the following staff: **Amy Edwards, Headteacher via the school office.**

## 2.18 Southbroom Infants' School

### Key Information for Southbroom Infants' School

|   |  |
|---|--|
| School Attendance Champion                        | Miss Tiff Butcher  |
| School Attendance Champion (Main form of contact) | <a href="mailto:head@southbroom-inf.wilts.sch.uk">head@southbroom-inf.wilts.sch.uk</a>   |
| School telephone number                           | 01380 723184   |
| School email address                              | <a href="mailto:admin@southbroom-inf.wilts.sch.uk">admin@southbroom-inf.wilts.sch.uk</a> |
| School absence email address                      | <a href="mailto:admin@southbroom-inf.wilts.sch.uk">admin@southbroom-inf.wilts.sch.uk</a> |
| Contact number for Pastoral/Inclusion/FSW         | Mrs Zoe Pletts – 01380 723184  |
| Time registers open in the morning                | 08:50am  |
| Time registers close in the morning               | 09:00am  |

#### Daily Absence Procedure

If a parent or carer has concerns about their child's attendance, then they should get in touch with the school to seek additional support. At **Southbroom Infants' School** the parent should contact the following staff: **Mrs Tiff Butcher, Headteacher, 01380 723184**

## 2.19 Southwold Primary & Nursery School

### Key Information for Southwold Primary & Nursery School

|   |  |
|---|--|
| School Attendance Champion                        | Luke Graham & Emily Holloway   |
| School Attendance Champion (Main form of contact) | Telephone office   |
| School telephone number                           | 01869 324061   |
| School email address                              | <a href="mailto:office@southwold.oxon.sch.uk">office@southwold.oxon.sch.uk</a> |
| School absence email address                      | <a href="mailto:office@southwold.oxon.sch.uk">office@southwold.oxon.sch.uk</a> |
| Contact number for Pastoral/Inclusion/FSW         | As above   |
| Time registers open in the morning                | 08:40am  |
| Time registers close in the morning               | 09:00am  |
| Time registers close in the afternoon:            | 01:10pm  |

School day timings for children placed in SEND Resource Base: 9am – 3pm (registers close at 9:30am and 1:10pm)

#### Daily Absence Procedure

If a parent or carer has concerns about their child's attendance, then they should get in touch with the school to seek additional support. At **Southwold Primary & Nursery School** the parent should contact the following staff: **School Office, 01869 324061**

## 2.20 St. George's CofE Primary School

### Key Information for St. George's CofE Primary School

|   |  |
|---|--|
| School Attendance Champion                        | James McKenna  |
| School Attendance Champion (Main form of contact) | Leanna Gardner   |
| School telephone number                           | 01380 870243   |
| School email address                              | <a href="mailto:admin@stgeorges.wilts.sch.uk">admin@stgeorges.wilts.sch.uk</a> |
| School absence email address                      | <a href="mailto:admin@stgeorges.wilts.sch.uk">admin@stgeorges.wilts.sch.uk</a> |
| Contact number for Pastoral/Inclusion/FSW         | 01380 870243   |
| Time registers open in the morning                | 08:45am  |
| Time registers close in the morning               | 08:50am  |

### Daily Absence Procedure

If a parent or carer has concerns about their child's attendance, then they should get in touch with the school to seek additional support. At **St. George's CofE Primary School** the parent should contact the following staff: Leanna Gardner, Pupil Services Manager, [admin@stgeorges.wilts.sch.uk](mailto:admin@stgeorges.wilts.sch.uk)

### 2.21 St Lukes Academy

#### Key Information for St Lukes Academy

|   |  |
|---|--|
| School Attendance Champion                        | Scott Pollok   |
| School Attendance Champion (Main form of contact) | <a href="mailto:spollok@stlukes.swindon.sch.uk">spollok@stlukes.swindon.sch.uk</a> |
| School telephone number                           | 01793 705566   |
| School email address                              | <a href="mailto:admin@stlukes.swindon.sch.uk">admin@stlukes.swindon.sch.uk</a>     |
| School absence email address                      | <a href="mailto:admin@stlukes.swindon.sch.uk">admin@stlukes.swindon.sch.uk</a>     |
| Contact number for Pastoral/Inclusion/FSW         | 01793 705566   |
| Time registers open in the morning                | 08.50am  |
| Time registers close in the morning               | 09:40am  |

### Daily Absence Procedure

If a parent or carer has concerns about their child's attendance, then they should get in touch with the school to seek additional support. At **St Lukes Academy** the parent should contact the following staff: School Admin, 01793 705566

### 2.22 St Mary's & All Saints CofE Primary

#### Key Information for St Mary & All Saints CofE Primary

|   |  |
|---|--|
| School Attendance Champion                        | Matt Parting   |
| School Attendance Champion (Main form of contact) | <a href="mailto:head@st-maryallsaints.reading.sch.uk">head@st-maryallsaints.reading.sch.uk</a>   |
| School telephone number                           | 01189 015545   |
| School email address                              | <a href="mailto:admin@st-maryallsaints.reading.sch.uk">admin@st-maryallsaints.reading.sch.uk</a> |
| School absence email address                      | <a href="mailto:admin@st-maryallsaints.reading.sch.uk">admin@st-maryallsaints.reading.sch.uk</a> |
| Contact number for Pastoral/Inclusion/FSW         | Gemma Cruse: 01189 015545  |
| Time registers open in the morning                | 08:40am  |
| Time registers close in the morning               | 08:50am  |

### Daily Absence Procedure

If a parent or carer has concerns about their child's attendance, then they should get in touch with the school to seek additional support. At **St Mary & All Saints CofE Primary** the parent should contact the following staff: Gemma Cruse our Family Support Worker

### 2.23 St Mary's Broughton Gifford

#### Key Information for St Mary's Broughton Gifford

|   |  |
|---|--|
| School Attendance Champion                        | Jo Donovan   |
| School Attendance Champion (Main form of contact) | Jo Donovan   |
| School telephone number                           | 01225 782223   |
| School email address                              | <a href="mailto:admin@broughtongifford.wilts.sch.uk">admin@broughtongifford.wilts.sch.uk</a> |
| School absence email address                      | <a href="mailto:admin@broughtongifford.wilts.sch.uk">admin@broughtongifford.wilts.sch.uk</a> |
| Contact number for Pastoral/Inclusion/FSW         | Gill Brindley  |
| Time registers open in the morning                | 08:45am  |
| Time registers close in the morning               | 09:00am  |

### Daily Absence Procedure

If a parent or carer has concerns about their child's attendance, then they should get in touch with the school to seek additional support. At **St Mary's Broughton Gifford** the parent should contact the following staff: (Jo Donovan, Assistant Principal, 01225 782223)

### 2.24 The Croft Primary

#### Key Information for The Croft Primary

|   |  |
|---|--|
| School Attendance Champion                        | Karen Myler  |
| School Attendance Champion (Main form of contact) | <a href="mailto:kmyler@thecroft.swindon.sch.uk">kmyler@thecroft.swindon.sch.uk</a> |
| School telephone number                           | 01793 430084   |
| School email address                              | <a href="mailto:office@thecroft.swindon.sch.uk">office@thecroft.swindon.sch.uk</a> |
| School absence email address                      | Email As above   |
| Contact number for Pastoral/Inclusion/FSW         | Emma Rant (FSW)  |
| Time registers open in the morning                | 08.30am  |
| Time registers close in the morning               | 08.35am  |

### Daily Absence Procedure

If a parent or carer has concerns about their child's attendance, then they should get in touch with the school to seek additional support. At **The Croft Primary** the parent should contact the following staff: Karen Myler, SENCO/Attendance Champion [kmyler@thecroft.swindon.sch.uk](mailto:kmyler@thecroft.swindon.sch.uk) 01793 430084

### 2.25 The Manor CofE Primary

#### Key Information for The Manor CofE Primary

|   |  |
|---|--|
| School Attendance Champion                        | Fiona Prendergast  |
| School Attendance Champion (Main form of contact) | <a href="mailto:fprendergast@themanor.wilts.sch.uk">fprendergast@themanor.wilts.sch.uk</a> |
| School telephone number                           | 01225 700150   |
| School email address                              | <a href="mailto:admin@themanor.wilts.sch.uk">admin@themanor.wilts.sch.uk</a>               |
| School absence email address                      | <a href="mailto:admin@themanor.wilts.sch.uk">admin@themanor.wilts.sch.uk</a>               |
| Contact number for Pastoral/Inclusion/FSW         | Gill Brindley 01225 700150   |
| Time registers open in the morning                | 08:55am  |
| Time registers close in the morning               | 09:00am  |

### Daily Absence Procedure

If a parent or carer has concerns about their child's attendance, then they should get in touch with the school to seek additional support. At **The Manor CofE Primary** the parent should contact the following staff: Fiona Prendergast, Deputy Head & Attendance Champion, [fprendergast@themanor.wilts.sch.uk](mailto:fprendergast@themanor.wilts.sch.uk)

### 2.26 The Ridgeway School & 6<sup>th</sup> Form College

#### Key Information for The Ridgeway School & 6<sup>th</sup> Form College

|   |  |
|---|--|
| School Attendance Champion                        | Georgina Allbrook-Dunn   |
| School Attendance Champion (Main form of contact) | <a href="mailto:gallbrook-dunn@ridgewayschool.co.uk">gallbrook-dunn@ridgewayschool.co.uk</a> |
| School telephone number                           | 01793 846100   |
| School email address                              | <a href="mailto:office@ridgewayschool.co.uk">office@ridgewayschool.co.uk</a>                 |
| School absence email address                      | <a href="mailto:absence@ridgewayschool.co.uk">absence@ridgewayschool.co.uk</a>               |
| Contact number for Pastoral/Inclusion/FSW         | 01793 846100   |
| Time registers open in the morning                | 8.45am   |
| Time registers close in the morning               | 9.15am   |

#### Daily Absence Procedure

If a parent or carer has concerns about their child's attendance, then they should get in touch with the school to seek additional support. At **The Ridgeway School & 6<sup>th</sup> Form College** the parent should contact the following staff: (John Robertson, Assistant principal, 01793 846100)

#### 2.27 Tregoze Primary School

##### Key Information for Tregoze Primary School

|   |   |
|---|---|
| School Attendance Champion                        | Esen Ruso   |
| School Attendance Champion (Main form of contact) | <a href="mailto:admin@tregoze-pri.swindon.sch.uk">admin@tregoze-pri.swindon.sch.uk</a>                                      |
| School telephone number                           | 01793 876800  |
| School email address                              | <a href="mailto:admin@tregoze-pri.swindon.sch.uk">admin@tregoze-pri.swindon.sch.uk</a>                                      |
| School absence email address                      | <a href="mailto:admin@tregoze-pri.swindon.sch.uk">admin@tregoze-pri.swindon.sch.uk</a>                                      |
| Contact number for Pastoral/Inclusion/FSW         | Kirsty Mapstone-Davies:<br><a href="mailto:kmapstonedavies@moredon.school.sch.uk">kmapstonedavies@moredon.school.sch.uk</a> |
| Time registers open in the morning                | 08:30am   |
| Time registers close in the morning               | 08:45am   |

#### Daily Absence Procedure

If a parent or carer has concerns about their child's attendance, then they should get in touch with the school to seek additional support. At **Tregoze Primary School** the parent should contact the following staff: Helen Tudor, Headteacher, 01793 876800

#### 2.28 West Kidlington Primary & Nursery School

##### Key Information for West Kidlington Primary & Nursery School

|   |  |
|---|--|
| School Attendance Champion                        | Simon Isherwood (Headteacher)  |
| School Attendance Champion (Main form of contact) | Simon Isherwood/Myriam Chasebi/Gen Bullen  |
| School telephone number                           | 01865 373369   |
| School email address                              | <a href="mailto:office@west-kidlington.oxon.sch.uk">office@west-kidlington.oxon.sch.uk</a> |
| School absence email address                      | <a href="mailto:office@west-kidlington.oxon.sch.uk">office@west-kidlington.oxon.sch.uk</a> |
| Contact number for Pastoral/Inclusion/FSW         | 01865 373369   |
| Time registers open in the morning                | 08:45am  |
| Time registers close in the morning               | 08:55am  |
| Time registers close in the afternoon:            | 01:20pm  |

#### Daily Absence Procedure

If a parent or carer has concerns about their child's attendance, then they should get in touch with the school to seek additional support. At **West Kidlington Primary & Nursery School** the parent should contact the following staff: Simon Isherwood, Headteacher, 01865 373369

#### 2.29 Whitelands Academy

##### Key Information for Whitelands Academy

|   |   |
|---|---|
| School Attendance Champion                        | Mr. Peter Brookes   |
| School Attendance Champion (Main form of contact) | Email: <a href="mailto:attendance@whitelandsacademy.org">attendance@whitelandsacademy.org</a> |
| School telephone number                           | 01869 716996  |
| School email address                              | <a href="mailto:admin@whitelandsacademy.org">admin@whitelandsacademy.org</a>                  |
| School absence email address                      | <a href="mailto:attendance@whitelandsacademy.org">attendance@whitelandsacademy.org</a>        |
| Contact number for Pastoral/Inclusion/FSW         | Ext. 8075   |

|  |         |
|--|---------|
| Time registers open in the morning     | 08:40am |
| Time registers close in the morning    | 09:00am |
| Time registers open in the afternoon:  | 12:20pm |
| Time registers close in the afternoon: | 1:20pm  |

#### Daily Absence Procedure

If a parent or carer has concerns about their child's attendance, then they should get in touch with the school to seek additional support. At **Whitelands Academy** the parent should contact the following staff: **Mr Peter Brookes, Attendance Officer, 01869 716996**

#### 2.30 Zouch Academy

##### Key Information for Zouch Academy

|   |  |
|---|--|
| School Attendance Champion                        | Neil Morris  |
| School Attendance Champion (Main form of contact) | Neil Morris – 01980 842293   |
| School telephone number                           | 01980 842293   |
| School email address                              | <a href="mailto:admin@zouch.wilts.sch.uk">admin@zouch.wilts.sch.uk</a> |
| School absence email address                      | <a href="mailto:admin@zouch.wilts.sch.uk">admin@zouch.wilts.sch.uk</a> |
| Contact number for Pastoral/Inclusion/FSW         | 01980 842293 option 2  |
| Time registers open in the morning                | 08:40am  |
| Time registers close in the morning               | 08:50am  |

#### Daily Absence Procedure

If a parent or carer has concerns about their child's attendance, then they should get in touch with the school to seek additional support. At **Zouch Academy** the parent should contact the following staff: **Neil Morris, Deputy Headteacher, 01980 842293**

## 2.31 DfE Attendance Codes

Schools must use the following national codes when completing attendance registers. These codes are statutory and ensure consistent recording and monitoring across all schools.

### Present Codes

- **P** – Present (am/pm)
- **L** – Late (before register closes)

### Authorised Absence Codes

- **C** – Other authorised circumstances (not covered by another code)
- **E** – Excluded (no alternative provision made)
- **H** – Authorised holiday (exceptional circumstances only)
- **I** – Illness (not medical or dental appointments)
- **M** – Medical or dental appointment
- **R** – Religious observance
- **S** – Study leave (Year 11 only)
- **T** – Traveller absence

### Unauthorised Absence Codes

- **G** – Unauthorised holiday (not agreed or in excess of agreed period)
- **N** – No reason provided for absence (unauthorised until evidence received)
- **O** – Other unauthorised absence (not covered by other codes)
- **U** – Late (after registers closed – unauthorised)

### Approved Educational Activity (Not an absence)

- **B** – Educated off-site (not dual registration)
- **D** – Dual registered (at another school – do not count in attendance figures)
- **J** – Interview with prospective employers/FE/HE
- **P** – Approved sporting activity
- **V** – Educational visit or trip
- **W** – Work experience

### Non-Statutory / Administrative Codes

- **X** – Not required to attend (non-compulsory school age pupils, or exceptional school closure, or staggered starts)
- **Y** – Unable to attend due to exceptional circumstances (e.g. transport strike, natural disaster)
- **Z** – Pupil not on roll
- **#** – Planned whole/partial school closure (e.g. INSET, election day)

### Notes for staff:

- Only the headteacher (or authorised delegate) can decide whether an absence is authorised.
- Code **N** must be resolved as soon as possible, either authorised or unauthorised.
- Schools must record all sessions (am and pm) for each pupil of compulsory school age.

2.32 – Menu of supportive response & intervention

| Stage | Attendance Threshold | Category                                      | Supportive Responses – Schools can choose to use these interventions or a more personalised approach. It must fit the schools culture of attendance  |
|-------|----------------------|---|--|
| 1     | 96% and above        | Good Attendance                               | <ul style="list-style-type: none"> <li>• Choice of School Reward – Certificates</li> <li>• Teacher/Tutor Praise</li> <li>• Communication home praising good attendance</li> <li>• Visual praise in school setting (screens/boards/newsletters)</li> <li>• Extended Curriculum Experiences – After school activities</li> </ul> |
| 2     | Below 96%            | Cause for initial concern (monitoring)        | <ul style="list-style-type: none"> <li>• Recognition of improved attendance</li> <li>• First Contact Approach – School Gate welcome</li> <li>• Tutor/Teacher morning check in</li> <li>• School Newsletter signposting support to help with attendance</li> <li>• Parent Attendance Drop In (in person or online)</li> </ul>   |
| 3     | Below 95%            | At risk of persistent absence                 | <ul style="list-style-type: none"> <li>• Student initial voice</li> <li>• Consider Early Help Assessment process</li> <li>• Barriers to Attendance Workshop</li> <li>• Family Support Worker engagement</li> <li>• My Attendance 1:1 pastoral support meeting</li> <li>• Small group workshops</li> </ul>                      |
| 4     | 90% and Below        | Persistent Absence (DfE statutory definition) | <ul style="list-style-type: none"> <li>• Parental Support Workshops</li> <li>• 1:1 daily or weekly check ins (parent &amp; child)</li> <li>• Child centered support plan</li> <li>• Attendance Matters – School Attendance Champion lead</li> </ul>  |
| 5     | 50% and Below        | Severe Absence (DfE statutory definition)     | <ul style="list-style-type: none"> <li>• Referral to Trust Inclusion Team and EWO</li> <li>• Referral to External agencies (utilise local authority support)</li> <li>• Attendance Panels</li> </ul>   |