



Attendance & Absence Policy

Key Document Details

School Name: TWHF – All Schools

Version no: 8

Author: Georgina Allbrook – Dunn

Owner: Georgina Allbrook – Dunn

Approved by: Simon Cowley

Ratified date:

Interim review date N/A

Next review date:

Changes.....	3
Glossary of Terms.....	3
Section 1.....	5
1.1 Introduction	6
1.2 The Legal Framework	6
1.3 School's roles and responsibilities.....	7
1.4 Expectations of Trustees and Governors.....	7
1.5 Daily Absence Procedure	8
1.6 Punctuality.....	9
1.7 Leave of Absence During Term Time	9
1.8 Leaving School before the end of the day	9
1.9 Collection at the end of the School day (Not applicable to our Secondary School Pupils).....	10
1.10 Attendance Monitoring	10
1.11 Penalty Notices	11
1.12 Removal From School Roll.....	12
1.13 Strategies for Promoting Attendance	12
1.14 Support Systems.....	12
1.15 Part-time Timetables	13
1.16 How Data Is used	14
1.17 Children Missing in Education	14
1.18 Relevant Policies.....	14
Section 2 – Appendixes	15
2.1 Bowerhill Primary School.....	15
2.2 Devizes School & Sixth Form College	15
2.3 Drove Primary School	15
2.4 Forest & Sandridge Primary School	16
2.5 Gagle Brook Primary School	16
2.6 Gorse Hill Primary School	16
2.7 Grange Infants School.....	17
2.8 Grange Junior School.....	17
2.9 Haydon Wick Primary School	17
2.10 Larkhill Primary School.....	18
2.11 Melksham Oak Community School.....	18
2.12 Moredon Primary & Nursery School	18
2.13 Mountford Manor	19
2.14 Nylands Primary	19
2.15 Rodbourne Cheney Primary.....	20
2.16 Seend CofE Primary.....	20
2.17 Shaw CofE Primary	20
2.18 Southbroom Infants' School	21
2.19 Southwold Primary & Nursery School.....	21
2.20 St. George's CofE Primary School	21

2.21	St Lukes Academy	22
2.22	St Mary's & All Saints CofE Primary	22
2.23	St Mary's Broughton Gifford	22
2.24	The Croft Primary	23
2.25	The Manor CofE Primary.....	23
2.26	The Ridgeway School & 6 th Form College	23
2.27	Tregoze Primary School.....	24
2.28	West Kidlington Primary & Nursery School.....	24
2.29	Whitelands Academy.....	24
2.30	Zouch Academy	25

Changes

Version	Date	Page	Change	Origin of change e.g. Change in legislation, Policy review.
5	July 2024	6	Change of name from Attendance Lead to Attendance Champion Penalty Notice information	Change in statutory guidance
		7	Removal from roll	Change in statutory guidance - Fine amount - No. of days Updated language to match statutory guidance
6	September 2024		Improved layout to support printing and rebranded	Policy Review
		9	Appendix of contact details added	
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	Addition of a Glossary of Terms	Parent feedback
		17	Change Thomas Brewer to Amy Edwards	Staff change
		19	Change Tobi Marks for Scott Pollok (STL)	Staff change
7	September 2025	5	Additional wording to roles & responsibilities Clarification of DfE persistent and severe absent as terms Clarification of fining Expansion of information around Support Systems	Additional language to convey Trust approach Clarification for those not familiar with DfE terminology Clarification around statutory process Additional information to provide further insight into
		8		
		9		
		10		

		11	Additional information on data sharing	support systems for attendance Confirming statutory DfE process
		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
7.1	February 2026	21	Changed The Ridgeway Attendance Champion John Robertson to Georgina Allbrook-Dunn	Staff change
7.2	May 2026	18	Changed Helen Wollington to Sarah Robertson and corrected a typo in Sally Riches name	Staff / name Change
8	August 2026	5	Reference and link to 'Working Together To Safeguard Children'	Addition of this relevant safeguarding statutory guidance. Singposted that schools may respond differently in terms of intervention due to local context
		5	Removal of the term – new update	Statutory guidance has been in place since August
		6	Additional sentence to legal intervention	Additional sentence that explain why legal intervention is pursued
		6	Additional sentence clarifying decision making	Wording to confirm that decisions on authorising absence sit solely with the school, in line with statutory guidance
		7	Additional sentence clarifying safeguarding decision making	These decisions are informed by safeguarding risk and vulnerability.
		7	Addition to Governors and Trustees role in terms of data	Addition to the vulnerable categories that governors and trustee's should analyse data for and the July 2026 guidance on working outside of the Trust.
		8	Removal of term 'next week' to 'future'	
		8	"Attendance will be reviewed by school at Week 2 and then again at Week 4"	Update to time between stage 1 and stage 2
		8	Addition to Stage 4 process	Term changed to match SAM contract paperwork

		8	Addition for medical evidence	Clarification that medical evidence may be requested for long – term absence/illness as a supportive tool
		9	School Attendance Contract overview	Addition to continue with a further SAM following a Notice to Improve to allow a continued supportive approach whilst additional external support is sought
			Update to how local authorities work in regard to organisation of School Attendance Meetings	A definition of the term school attendance contract
			Penalty Notices Additions	If directed by the local authority due to need parents may only be given one opportunity (with appropriate notice) to attend the School Attendance Meeting.
		10	Clarifying support strategies	Update to thresholds for penalty notices – clarification
		12		'Support strategies are reviewed regularly to ensure they remain timely and effective'
		18	Changed Scott Pollok to Grant Mitchell (MOCS) and updated email addresses	Staff Change
		19	Changed registration times in PM (MOCS)	General Change
		22	Changed Luke Graham for Iain Horner for GAG & STH	Staff Change
		18	Change register close time to 9.30am (STL)	General update
		21	Change register open to 8.30am and close at 8.50am (Hayon wick)	General update
		20	Changed Amy Edwards to Tiffany Butcher for Southbroom	Staff Update
			Change register close time to 9:00am (SEEND)	General Update
		23	Change Amy Knight to Karen Myler and change of email address (The Croft)	Staff update
		24	Changed Idris Bowden for Peter Brookes (WLA)	Staff update

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

Attendance Lead & Champion – a member of staff who manages & monitors the attendance & punctuality of children in school who work with seniors leaders to develop strategies to improve this.

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.

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. All schools within the Trust are expected to work in line with the attendance and absence policy and meet the requirements of all statutory guidance. Schools may respond differently in terms of the intervention menu they use and the external support they engage with, this will meet the needs of their local context.

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 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/Carers 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/carers 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. Decisions on authorising absence sit solely with the school, in line with statutory guidance.

Legal intervention will only normally be considered where support has been offered and has not secured sufficient improvement, unless exceptional circumstances justify earlier action. Schools will work in partnership with families, but statutory interventions may be pursued where attendance does not improve.

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 policy adheres to all 'Working Together to Improve School Attendance' guidance which was updated in July 2026. 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/Carers 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/carers.

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.

Governors should seek assurance that attendance data is analysed by vulnerable groups including:

- SEND
- Disadvantaged pupils
- Looked After Children
- Children with social workers
- Persistent absence
- Severe absence

In addition and from the new DfE guidance shared in July 2026 Trustees of The White Horse Federation should also;

- Share effective practice on attendance management and improvement across its academies.
- Work with other trusts, academies, and local authorities to promote effective attendance management practice and help to develop a consistent, sector-wide understanding of best practice.

Finally, it is the expectation that the Trust lead for Attendance will ensure that they make the work for Attendance known to all stakeholders of the Trust and report regularly to Trust leaders and trustees.

1.5 Daily Absence Procedure

At all White Horse Federation schools, parents/carers 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/carers have not contacted the school, the school will contact parents/carers 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/carers are asked to keep the school informed of progress and provide medical evidence. Parents/Carers 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. Where there are prolonged or repeated patterns of illness, medical evidence may also be requested to support the Academy's understanding of a pupil's health needs and to ensure that appropriate support and/or adjustments are put in place

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)

1st day of absence	Pupil recorded as absent from Registers Attendance staff send absence notification to parents/carers (telephone call or automated notification) 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).
2nd day of absence	Pupil recorded as absent from Register. Attendance staff send Absence notification to parents/carers. Pastoral Team/DSL/Attendance Champion/Headteacher alerted to those pupils who have had a 2nd day of absence with no notification from parent/carer. 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.
3rd day of absence	Pupil recorded as absent from Register Attendance Team send Absence notification to parents/carers Pastoral Team/DSL/Headteacher alerted to those pupils who have had a 3rd day of absence with no notification. Home visit is completed for all pupils on 3rd day of absence without contact from parent/carer. TWHF Home visit form is completed & 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). These decisions are informed by safeguarding risk and vulnerability.
10th day of absence	CME form completed 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/carers taking their children out of school for holidays.

Parents/Carers 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/carers 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/carers 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 recognise 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. If parents/carers fail to collect their children 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 patterns indicate emerging concern, which may include attendance below 96%, repeated illness, frequent lateness or identifiable absence patterns.** (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 would typically be triggered when attendance falls below 96%
- If there is little or no improvement at future monitoring progress to Stage 2.

Attendance Stage 2

- Stage 2 letter sent home
- If there is little or no improvement in attendance school will arrange a School Attendance Contract with parents/carers to agree an action plan. Parents/Carers will be sent a written record of this meeting within 5 working days.
- 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. If directed by the local authority due to need parents may only be given one opportunity (with appropriate notice) to attend the School Attendance Meeting.
- Attendance will be reviewed by school at Week 2 and then again at Week 4. Medical evidence may be requested where there are concerns regarding the authenticity of illness, repeated absence, or where this forms part of an agreed attendance support plan. Following the meeting, the school expects attendance to improve in line with the agreed Attendance Support Plan.
- If there is little or no improvement at the review, parents/carers will be invited into school for a Review meeting where a revised plan is agreed. At this stage parents/carers can be sent Notice to Improve Letter warning against future unauthorised absences within a set timeframe. See below for more information.

Attendance Stage 3

- Referral to Education Welfare Officer (EWO) or Local Authority School designated EWO
- You may refer to the White Horse EWO earlier if a pupil has been at Stage 3 in a previous academic year
- 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 or Local Authority designated EWO who will then arrange to meet with parents/carers.
- EWO or School Attendance Champion will consider instigating legal proceedings by consulting/referring to the relevant Local Authority.

Attendance Stage 4 * Additional staged layer of monitoring to be used at schools' discretion

- If following the Review of the School Attendance Contract there is still no improvement in attendance, the school may 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)
- At this panel a formal contract will be written, agreed and signed and review date agreed
- At this stage a Notice to Improve will be issued.
- EWO or School Attendance Champion will consider instigating legal proceedings by consulting/referring to the relevant Local Authority.
- At this point schools may wish to use a School Attendance Contract following a Notice to Improve as part of their additional graduated response whilst they seek additional support or are waiting for legal proceedings to initiate

A School Attendance Contract is a voluntary written agreement between the school, parents/carers and, where appropriate, the pupil. It identifies barriers to attendance, the support the school will provide, the actions expected of all parties and the arrangements for review. It is intended to secure improved attendance through partnership and support before legal intervention is considered.

1.11 Penalty Notices

The current thresholds for penalty notices are as follows;

- A child has **10 or more sessions (equivalent to 5 school days) of unauthorised absence within a rolling 10 school-week period.**
- The 10 sessions do **not** have to be consecutive—they can accumulate over the rolling 10-week period.
- This threshold can include unauthorised term-time holiday, odd days of unauthorised absence, or a combination of different unauthorised absences.

Penalty notices are issued to parents/carers 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/carers 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 19th August 2024.

The three-year rolling period begins from the date the first PN fine is issued to the parent after 19th 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/Carers make a written request to the school to home school their child. (EHE White Horse process must be followed)
- Parents/Carers 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.
- Use the DfE attendance bandings to monitor cohorts of students and enact strategies to support these students
- Support lateness to school and barriers to morning attendance through robust lateness procedures and soft start processes.
- Maintain a range of strategies to encourage good attendance by means of rewards.
- 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/carers and pupils
- My Attendance Plans
- School Attendance Contracts
- Counselling
- Attendance report cards
- Referrals to support agencies
- Learning mentors
- Pupil Voice activities
- PSHE
- Reward systems
- Time limited part time time-tables (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 centered, and planned in discussion and agreement with both parents/carers and pupils. 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. 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 each and every young person along their school journey. Support strategies are reviewed regularly to ensure they remain timely and effective. Please see appendix for intervention menu.

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/carers (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.

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 going 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 to 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](#)
 - [Working together to safeguard children - GOV.UK](#)

Section 2 – Appendixes

2.1 Bowerhill Primary School

Key Information for Bowerhill Primary School

School Attendance Champion	Rachael Amor
School Attendance Champion (Main form of contact)	admin@bowerhill.wilts.sch.uk
School telephone number	01225 700964
School email address	admin@bowerhill.wilts.sch.uk
School absence email address	admin@bowerhill.wilts.sch.uk
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)	bcave@devizesschool.co.uk
School telephone number	01380 724886
School email address	office@devizesschool.co.uk
School absence email address	office@devizesschool.co.uk
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 - office@devizesschool.co.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	admin@drove-pri.swindon.sch.uk
School absence email address	admin@drove-pri.swindon.sch.uk
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	office@forestsandridge.wilts.sch.uk
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	Iain Horner & Emily Holloway
School Attendance Champion (Main form of contact)	Telephone office
School telephone number	01869 228750
School email address	admin@gaglebrook.org.uk
School absence email address	admin@gaglebrook.org.uk
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)	chutchinson@twhf.org.uk
School telephone number	01793 523800
School email address	admin@gorsehill.swindon.sch.uk
School absence email address	admin@gorsehill.swindon.sch.uk

	Ros Ginger – Inclusion – rginger@gorsehill.swindon.sch.uk 01793 523800
Contact number for Pastoral/Inclusion/FSW	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	Jen Pound
School Attendance Champion (Main form of contact)	Jen Pound
School telephone number	01793 822357
School email address	admin@grange-inf.swindon.sch.uk
School absence email address	admin@grange-inf.swindon.sch.uk
Contact number for Pastoral/Inclusion/FSW	01793 822357
Time registers open in the morning	08:25am
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 Grange Infants School the parent should contact the following staff: Jen Pound, Deputy Headteacher, 01793 822357

2.8 Grange Junior School

Key Information for Grange Junior School

School Attendance Champion	Jen Pound
School Attendance Champion (Main form of contact)	Jen Pound
School telephone number	01793 822405
School email address	admin@grange-jun.swindon.sch.uk
School absence email address	admin@grange-jun.swindon.sch.uk
Contact number for Pastoral/Inclusion/FSW	01793 822405
Time registers open in the morning	08:25am
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 Grange Junior School the parent should contact the following staff: Jen Pound, Deputy Headteacher, 01793 822405

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	admin@haydonwick.swindon.sch.uk
School absence email address	admin@haydonwick.swindon.sch.uk
Contact number for Pastoral/Inclusion/FSW	01793 706606 (Claire Kent)
Time registers open in the morning	08:30am
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 Haydon Wick Primary School the parent should contact the following staff: Claire Kent, Inclusion Lead, 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	admin@larkhill.wilts.sch.uk
School absence email address	admin@larkhill.wilts.sch.uk
Contact number for Pastoral/Inclusion/FSW	rhale@larkhill.wilts.sch.uk
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)	gmitchell@melkshamoak.co.uk
School telephone number	01225792733
School email address	office@melkshamoak.co.uk
School absence email address	attendance@melkshamoak.co.uk
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:	1:10pm
Time registers close in the afternoon:	2:10pm

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 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)	admin@moredon.swindon.sch.uk
School telephone number	01793 600344
School email address	admin@moredon.swindon.sch.uk
School absence email address	admin@moredon.swindon.sch.uk
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	Sarah Robinson
School Attendance Champion (Main form of contact)	admin@mountfordmanor.swindon.sch.uk
School telephone number	01793 536494
School email address	admin@mountfordmanor.swindon.sch.uk
School absence email address	admin@mountfordmanor.swindon.sch.uk
Contact number for Pastoral/Inclusion/FSW	01793 536494
Time registers open in the morning	08:40am (Reception 8:30am)
Time registers close in the morning	08:50am (Reception 8:40am)

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 Mountford Manor the parent should contact the following staff: Sally Riches, 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)	Email: gbirkett@nyland-pri.swindon.sch.uk
School telephone number	01793 535023
School email address	admin@nyland-pri.swindon.sch.uk
School absence email address	admin@nyland-pri.swindon.sch.uk
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	admin@rodbournecheney.swindon.sch.uk
School absence email address	admin@rodbournecheney.swindon.sch.uk
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, 01793 534710

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 828 334
School email address	admin@seend.wilts.sch.uk
School absence email address	admin@seend.wilts.sch.uk
Contact number for Pastoral/Inclusion/FSW	01380 828 334
Time registers open in the morning	08:40am
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 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)	head@shaw.wilts.sch.uk
School telephone number	01225702544
School email address	admin@shaw.wilts.sch.uk
School absence email address	admin@shaw.wilts.sch.uk
Contact number for Pastoral/Inclusion/FSW	01225 702544
Time registers open in the morning	08:45
Time registers close in the morning	08:55

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	Becky Penny (White)
School Attendance Champion (Main form of contact)	admin@southbroom-inf.wilts.sch.uk
School telephone number	01380 723184
School email address	admin@southbroom-inf.wilts.sch.uk
School absence email address	admin@southbroom-inf.wilts.sch.uk
Contact number for Pastoral/Inclusion/FSW	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: **Tiff Butcher, Headteacher**, 01380 723184

2.19 Southwold Primary & Nursery School

Key Information for Southwold Primary & Nursery School

School Attendance Champion	Iain Horner & Emily Holloway
School Attendance Champion (Main form of contact)	Telephone office
School telephone number	01869 324061
School email address	office@southwold.oxon.sch.uk
School absence email address	office@southwold.oxon.sch.uk
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	admin@stgeorges.wilts.sch.uk
School absence email address	admin@stgeorges.wilts.sch.uk
Contact number for Pastoral/Inclusion/FSW	01380 870243
Time registers open in the morning	08:45am
Time registers close in the morning	09:15am

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 **St. George's CofE Primary School** the parent should contact the following staff: Leanna Gardner, Pupil Services Officer: 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)	spollok@stlukes.swindon.sch.uk
School telephone number	01793 705566
School email address	admin@stlukes.swindon.sch.uk
School absence email address	admin@stlukes.swindon.sch.uk
Contact number for Pastoral/Inclusion/FSW	01793 705566
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 **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)	head@st-maryallsaints.reading.sch.uk
School telephone number	01189015545
School email address	admin@st-maryallsaints.reading.sch.uk
School absence email address	admin@st-maryallsaints.reading.sch.uk
Contact number for Pastoral/Inclusion/FSW	Gemma Cruse: 01189015545
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)	01225 782223
School telephone number	01225 782223
School email address	admin@broughtongifford.wilts.sch.uk
School absence email address	admin@broughtongifford.wilts.sch.uk
Contact number for Pastoral/Inclusion/FSW	Gill Brindley – 01225 782223
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, Teacher, 01225 782223)

2.24 The Croft Primary

Key Information for The Croft Primary

School Attendance Champion	Elaine Murphy
School Attendance Champion (Main form of contact)	Karen Myler - kmyler@thecroft.swindon.sch.uk
School telephone number	01793 430084
School email address	office@thecroft.swindon.sch.uk
School absence email address	office@thecroft.swindon.sch.uk
Contact number for Pastoral/Inclusion/FSW	Name Emma Rant (FSW)
Time registers open in the morning	Time 08.30am
Time registers close in the morning	Time 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, 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)	fprendergast@themanor.wilts.sch.uk
School telephone number	01225 700150
School email address	admin@themanor.wilts.sch.uk
School absence email address	admin@themanor.wilts.sch.uk
Contact number for Pastoral/Inclusion/FSW	Gill Brindley
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

2.26 The Ridgeway School & 6th Form College

Key Information for The Ridgeway School & 6th Form College

School Attendance Champion	Georgina Allbrook – Dunn
School Attendance Champion (Main form of contact)	gallbrook-dunn@ridgewayschool.co.uk
School telephone number	01793 846100
School email address	admin@ridgewayschool.co.uk
School absence email address	absence@ridgewayschool.co.uk
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 & 6th Form College** the parent should contact the following staff: (Georgina Allbrook-Dunn, Assistant Headteacher, 01793 846100)

2.27 Tregoze Primary School

Key Information for Tregoze Primary School

School Attendance Champion	Helen Tudor
School Attendance Champion (Main form of contact)	Email:
School telephone number	01793 876800
School email address	admin@tregoze-pri.swindon.sch.uk
School absence email address	admin@tregoze-pri.swindon.sch.uk
Contact number for Pastoral/Inclusion/FSW	Kirsty Mapstone-Davies: kmapstonedavies@moredon.school.sch.uk
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	office@west-kidlington.oxon.sch.uk
School absence email address	office@west-kidlington.oxon.sch.uk
Contact number for Pastoral/Inclusion/FSW	01865 373369
Time registers open in the morning	08:45am
Time registers close in the morning	09:10am
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: attendance@whitelandsacademy.org
School telephone number	01869 716996
School email address	admin@whitelandsacademy.org
School absence email address	attendance@whitelandsacademy.org

Contact number for Pastoral/Inclusion/FSW	Ext. 8065
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:	13:00pm

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 Idris Bowden**, 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	admin@zouch.wilts.sch.uk
School absence email address	admin@zouch.wilts.sch.uk
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. schools use the **latest DfE attendance code framework** and will update codes following future statutory revisions.

Present Codes

- / \ – 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 – Wave of Attendance Provision

DfE Attendance Bands

Band 1 100% Perfect attendance	Band 2 98–99.9% Excellent	Band 3 96–97.9% Good	Band 4 93–95.9% Requires improvement	Band 5 90–92.9% Concerning	Band 6 Below 90% Persistent absence	Band 7 Below 50% Severe absence
---	--	-----------------------------------	---	---	--	--

WAVE 1 Universal Support Band 1 – 3 All pupils — 95.9%+	WAVE 2 Targeted Support Band 4 – 5 At risk of PA — 90–95%	WAVE 3 Targeted + Support Band 6 PA / Severe absence — below 90%	WAVE 4 Specialist Band 7 PA / Severe absence — below 50%
▶ Band 1 · 100% ▶ Band 2 · 98–99.9% ▶ Band 3 · 96–97.9%	▶ Band 4 · 93–95.9% ▶ Band 5 · 90–92.9%	▶ Band 6 · below 90% (PA)	Band 7 · below 50% (SA)
<u>CURRICULUM & CULTURE</u> • Warm Welcoming and Friendly greeting everyday • Uniform & Equipment Support – Starting every day right • Curriculum promoting confidence & resilience • Student Centred Approach (Seating Plans & SEN5) • Whole-school personal development programme • Whole-school rewards system • Whole-school promotion of good attendance (literature, website, competitions, newsletters) • Seasonal Rewards • Disadvantaged Attendance Incentives <u>RELATIONSHIPS</u> • Teacher/LSA or Tutor/HOY relationships with pupil and family • SEMH signposting of resources and information • Staff -level rewards — postcards, merits and communication home • Parental Attendance Drop Ins	<u>STATUTORY PROCESS</u> Letter 1 Letter 2 <u>EARLY INTERVENTION</u> • Attendance Matters Meetings • Barriers to attendance meeting with pupil • Tutor check in • Soft Starts • Intervention Groups • Positive Attendance Reports • Pupil Profile • RAG Rated Timetables • School Wellbeing Plan <u>CURRICULUM ADAPTATION</u> • Structured catch-up programme for missed work • Adapted in School Timetables • Using SEND Spaces • Graduated Attendance Plan	<u>STATUTORY PROCESS</u> School Attendance Meeting Notice to Improve School Attendance Meeting following Notice to Approve (RESAM) Attendance Panel Local Authority EWO Case Load <u>MULTI-AGENCY REFERRALS</u> • Educational Psychology referral • ASD referral • Mental Health / School Nurse referral • Speech & Language referral (primary) • CAMHs referral <u>THERAPEUTIC PROVISION (Subject to Access)</u> • ELSA • In-school counselling where appropriate <u>ALTERNATIVE PROVISION</u>	<u>STATUTORY PROCESS</u> Local Authority EWO Case Load <u>MULTI-AGENCY REFERRALS</u> • Social Care referral (Request for Help) • Refer to other appropriate agencies as needed <u>ALTERNATIVE PROVISION</u> • Part – Time Timetable/REP1 • AP Referral <u>SUPPORT & PLANS</u> • EHCP referral where appropriate • Parenting classes signposted where appropriate

<u>ACCESS & ENRICHMENT</u> • Soft Start provision available to all pupils • Wide-ranging after-school enrichment opportunities	• Altered school day — temporary, to be phased out promptly <u>IN-SCHOOL PROVISION</u> • SENCo or SEMH Trust observation to identify unmet need • Big Emotions / anger management support <u>FAMILY & COMMUNITY</u> • Early Help offered to family • Parenting support literature offered • clubs/sessions to support lateness & school readiness • Free after-school clubs offered • Additional 1:1 personalised check in <u>ASSESSMENTS</u> • Dyslexia / speech & language / fluency screening/Lucid Test • 'Barriers to attendance' questionnaire	• Reconnect Plan using school resources • Group Intervention <u>SUPPORT & PLANS</u> • Parenting classes signposted where appropriate • Family Plan	
---	--	--	--