



**Shaw
Education
Trust**



Waterside Primary School Attendance Policy

Procedure Originator: L Willis

Review Interval: Annually

Last review date: September 2026

Next review date: September 2027

Introduction

At Waterside Primary School, we are committed to working together to ensure all children receive the best education possible and to enable them to make progress and do as well as they can. For this to happen children clearly need to be in school. This policy aims to make clear what is expected of parents and children and to assure parents of our willingness to work positively with them if problems arise.

Aim of the Policy

This policy aims to show our commitment to meeting our obligations with regards to school attendance, including those laid out in the Department for Education's (DfE's) statutory guidance, through our whole-school culture and ethos that values good attendance, including:

- Setting high expectations for the attendance and punctuality of all pupils
- Promoting good attendance and the benefits of good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to make sure pupils have the support in place to attend school

Legislation and Guidance

This policy is based on the Department for Education's (DfE's) statutory guidance on [Working together to improve school attendance 2026](#) and [school attendance parental responsibility measures](#). The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern school attendance:

- 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, and 2016 amendments)
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013

It also refers to:

- School census guidance
- Keeping Children Safe in Education
- Mental health issues affecting a pupil's attendance: guidance for school

Responsibilities

The Headteacher, Mrs L Willis has overall responsibility for attendance at the school. Mrs Rathbone, Mrs Twigg and Mrs Baker work alongside the Headteacher to take responsibility for the day to day running of the school's attendance system. We are legally required to complete attendance registers accurately and on time, and class teachers ensure this is the case.

The Academy Council

The Academy Council is responsible for:

- Setting high expectations of all school leaders, staff, pupils and parents
- Making sure school leaders fulfil expectations and statutory duties, including:
- Making sure the school records attendance accurately in the register, and shares the required information with the DfE and local authority

- Making sure the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific pupils, where appropriate
- Recognising and promoting the importance of school attendance across the school's policies and ethos
- Making sure the school's attendance management processes are delivered effectively, and that consistent support is provided for pupils who need it most by prioritising staff and resources
- Making sure the school has high aspirations for all pupils, but adapts processes and support to pupils' individual needs
- Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual pupils or cohorts who need it most
- Working with school leaders to set goals or areas of focus for attendance and providing support and challenge
- Monitoring attendance figures for the whole school and repeatedly evaluating the effectiveness of the school's processes and improvement efforts to make sure they are meeting pupils needs
- Making sure all staff receive adequate training on attendance as part of the regular continued professional development offer, so that staff understand:
 - The importance of good attendance
 - That absence is almost always a symptom of wider issues
- The school's legal requirements for keeping registers
- The school's strategies and procedures for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific pupils, where appropriate
- Holding the headteacher to account for the implementation of this policy

The Headteacher

The Headteacher is responsible for:

- The implementation of this policy at the school
- Monitoring school-level absence data and reporting it to the Academy Council
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary, and/or authorising the appropriate Senior Leader to be able to do so
- Working with the parents of pupils with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for pupils with SEND and where pupils with SEND face in-school barriers
- Communicating the school's high expectations for attendance and punctuality regularly to pupils and parents through all available channels

The Designated Senior Leader responsible for attendance

The Designated Senior Leader is responsible for:

- Leading, championing and improving attendance across the school
- Setting a clear vision for improving and maintaining good attendance
- Evaluating and monitoring expectations and processes
- Having a clear picture of absence data and oversight of absence data analysis
- Regularly monitoring and evaluating progress in attendance
- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff
- Liaising with pupils, parents/carers and external agencies, where needed
 - Ensuring close and productive relationships with parents are developed in order to discuss and tackle attendance issues

- Creating intervention or reintegration plans in partnership with pupils and their parents/carers
- Share attendance of individuals and key groups in Pastoral Meetings and ensure follow up actions are coordinated and delivered
- Identify targeted interventions and support to pupils and families and ensuring they are delivered
- The Designated Senior Leader responsible for attendance in 2024/25 is Louise Willis
- Communicating with the local authority when a pupil with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the pupil's needs
- Communicating with the local authority when a pupil who is a LAC has falling attendance, or where there are barriers to attendance that relate to the pupil's needs
- Communicating with the local authority when a pupil with a social worker has falling attendance, or where there are barriers to attendance that relate to the pupil's needs
- Meeting or identifying a staff member to meet with the Educational Welfare Officer

Teaching Staff

Teaching staff are responsible for

- Recording attendance for both morning and afternoon sessions on a daily basis and submitting this information to the school office.
- Encourage good attendance.
- Set a good example in matters of attendance and punctuality.
- Provide a safe and secure environment in which to learn.
- Provide engaging and worthwhile learning experiences that encourage pupils to regularly attend lessons.
- Listen to and value children's views.
- Completing a profile or intervention as directed by the Designated Senior Leader for Attendance
- Focus on welcoming children into school and promoting a calm and safe environment where everyone expects good attendance

School Admin/Office Staff

School admin/office staff will:

- Take calls from parents/carers about absence on a day-to-day basis and record it on the school system using the correct attendance codes (see appendix 1)
- Transfer calls from parents/carers to the Headteacher or member of pastoral team where appropriate, in order to provide them with more detailed support on attendance
- Sending text messages and calling parents/carers for any child that has an unexplained absence
- Updating the Designated Attendance Lead on any unexplained absence or individual absence, as directed by the Attendance Lead.
- Focus on welcoming children into school and promoting a calm and safe environment where everyone expects good attendance

The Pastoral Team

The Pastoral Team will:

- Ensure clear communication is in place to families re attendance and offer advice where necessary
- Lead targeted support meetings (including Early Helps)

- Discuss Attendance of individuals and key groups in Pastoral Meetings and plan appropriate action
- Communicate with external agencies, when appropriate, regarding individual absences

Parents and Carers

Where this policy refers to a parent, it refers to the adult the school and/or local authority decides is most appropriate to work with, including:

- All natural parents, whether they are married or not
- All those who have parental responsibility for a child or young person
- Those who have day-to-day responsibility for the child (i.e. lives with and looks after them)

Parents are expected to:

- Make sure their child attends every day and/or timetabled session on time
- Call the school to report their child's absence before 9am, on the first day of the absence and each subsequent day of absence, and advise when they are expected to return
- Provide the school with more than 1 emergency contact number for their child and ensure that changes are communicated to the school
- Ensure that, where possible, appointments for their child are made outside of the school day
- Seek support, where necessary, for maintaining good attendance, by contacting the Pastoral Team

Principles

Promoting positive behaviour and excellent attendance is the responsibility of the whole school community. The school will promote the importance of positive behaviour and good attendance through the curriculum and personal/social opportunities. Good attendance and behaviour by pupils will be recognised appropriately. All children should be at school, on time, every day the school is open, unless the reason for the absence is unavoidable. We will ensure that parents are aware of attendance matters as they relate to their child and work with them to ensure good attendance and punctuality.

Children are sometimes reluctant to attend school. Any problems that arise with attendance are best resolved between the school, the parents and the child. If a child is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and may make things worse. Permitting absence from school without a good reason is an offence by the parent.

The attendance policy includes procedural referral agreements that are designed to promote and safeguard the welfare of pupils.

Registration

Schools are required by law to take an attendance register twice a day and this shows whether the pupil is present, engaged in an approved educational activity off-site, or absent. If a pupil of compulsory school age is absent, every half-day absence from school has to be classified by the school as either **AUTHORISED** or **UNAUTHORISED**. Only school can authorise the absence, not parents. This is why information about the cause of each absence is always required.

90% attendance might sound impressive, but actually ...

- If a child has 90% attendance over a school year, this means that 4 whole weeks' worth of lessons have been missed
- If 90% attendance is maintained over 5 years, half a school year will have been missed overall

90% attendance is not impressive, we use this Attendance Ladder in school to make sure children realise that in Attendance terms, 90% represents a significant, persistent problem that needs to be avoided. The DfE identifies 90% as persistent absence, and therefore the school uses this percentage to trigger documentation linked to persistent absence. If your child's attendance falls to 90% or below, medical evidence will be required to authorise the absence in some cases.



Authorised absences are mornings or afternoons away from school for a good reason like illness, medical appointments or other unavoidable cause.

Unauthorised absences are those which the school does not consider reasonable and for which no "leave" has been given. This includes:

- parents keeping children off from school unnecessarily;
- truancy before or during the school day;
- absences which have never been properly explained;
- children who arrive to school after the close of the register;
- school refusal;
- holidays taken during term time that have not been authorised by the Head Teacher;

When completing the register, school follow the DfE school attendance guidance to determine which relevant code to use;

<https://www.gov.uk/government/publications/schoolattendance>

The register will be taken twice a day, at the start of the morning and the afternoon.

Morning registration:

The morning register is taken at 8:30am and 12.20am for Nursery. Children across the rest of the school arrive at 8:50am. The register is taken at 9.00.

Registration closes 10 minutes after registration opens. Children arriving at school after this time are 'late - after registration closes' and this will be recorded as an unauthorised absence unless there is an acceptable reason for the lateness – U. If a child has 10 U codes within a 12 week period, school will be required to report to the Local Authority for statutory action.

Afternoon registration:

The afternoon register is taken between 12:30 pm and 1.45pm

If lateness is a cause for concern, the following procedures will be applied:

1. Parents will receive a letter informing of the concern
2. Parents will be invited to a meeting with a member of the Senior Leadership Team. The discussion held will be documented and an action plan to improve punctuality will be devised with Parents and the pupil during the meeting and a review date set if needed
3. If no improvement is evidenced, the school will follow Stoke City Councils procedures.

Absence

Unplanned absence

The pupil's parent must notify the school of the reason for the absence on the first day of an unplanned absence by 9.00am or as soon as practically possible, by calling or messaging the school.

We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness or the child's absence level is of concern.

We will mark absence due to physical or mental illness as authorised, unless the school has a genuine concern about the authenticity of the illness or the child's absence level is of concern.

We may ask for medical evidence for any absence.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents will be notified of this.

Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent notifies the school in advance of the appointment. This can be in person or via telephone or email etc. School will ask for evidence for all appointments.

However, we encourage parents to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

The pupil's parent must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

Following up unexplained absence

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

- Call the pupil's parent on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school may take precautionary measures by making home visits, calling the local safeguarding board and/ or the Police
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained
- Call the parent on each day that the absence continues without explanation, to make sure safeguarding action is taken where necessary. If absence continues, the school will make a home visit and call the Local Authority
- Where appropriate, offer support to the pupil and/or their parents to improve attendance
- Identify whether the pupil needs support from wider partners, as quickly as possible, and make the necessary referrals
- Where support has been offered but is not appropriate, not successful, or not engaged with the school will issue a notice to improve, penalty notice or other legal intervention as appropriate

Reporting to parents

The school will inform parents/carers about their child's attendance and absence levels. Attendance will be reported in school reports, discussed at parents evening and shared with families requiring an attendance plan.

Authorised and Unauthorised Absence

Approval for term-time absence

The Headteacher will allow pupils to be absent from the school site for certain educational activities, or to attend other schools or settings.

The Headteacher will only grant a leave of absence to a pupil during term time if the request meets the specific circumstances set out in the 2024 school attendance regulations. These circumstances are:

- Taking part in a regulated performance, or regulated employment abroad
- A temporary, time-limited part-time timetable
- Exceptional circumstances

A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for.

We define 'exceptional circumstances' as an unexpected or unplanned absence (see bullet point list below) and are granted at the discretion of the school.

The DfE and the school does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance. Leave of absence will not be granted for a pupil to take part in protest activity during school hours.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant background context behind the request. A leave of absence will only be granted in exceptional circumstances.

Any request should be submitted as soon as it is anticipated and, where possible, at least 2 weeks before the absence, and in accordance with any leave of absence request form, accessible from the school office. The headteacher may require evidence to support any request for leave of absence.

Other valid reasons for authorised absence include (but are not limited to):

- Illness (including mental-health illness) and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance – once per year – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parent(s) belong(s). If necessary, the school will seek advice from the parent's religious body to confirm whether the day is set apart
- Parent(s) travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision
- If the pupil is currently suspended or excluded from school (and no alternative provision has been made)

Other reasons the school may allow a pupil to be absent from the school site, which are not classified as absences, include (but are not limited to):

- Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school
- Attending another school at which the pupil is also registered (dual registration)
- Attending provision arranged by the local authority
- If there is any other unavoidable cause for the pupil not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the school premises are closed

Remote Education and Attendance

Remote education must never be used as a routine or permanent alternative to in-person school attendance.

In line with statutory guidance, the school views remote education strictly as a last resort. It will only be considered when a pupil is completely unable to attend school physically due to exceptional circumstances.

Where a pupil is absent for a prolonged period, remote education will only be implemented as part of a formal, time-bound reintegration plan. This plan will be co-created with parents/carers and relevant external agencies, with the explicit goal of supporting the pupil's safe and swift return to full-time, face-to-face learning as soon as possible.

Medical Absence

Schools have the responsibility to decide whether an absence can be authorised on medical grounds. If your child's attendance falls to 90% or below, parents will be asked to provide evidence that their child is too unwell to attend school by providing a note from a medical professional. If the school has concerns about the level of medical absence that a pupil has incurred they will contact the parents/carers to discuss it further and to find out whether their GP or other health professional has been contacted. Please speak to the school if you want advice regarding what is accepted as medical evidence.

If attendance does not improve, the school may request parents seek a note of explanation from the relevant health professional or may involve the school nurse. If despite the request for the note of explanation, no note is forthcoming, school may not be able to authorise

absences unless satisfactory medical evidence is provided to support the pupil's inability to attend school.

Requests for leave of absence

Leave of absence requests, including holiday leave requests, may only be granted in exceptional circumstances.

If a parent wishes to request leave for their child for any reason they must apply in advance and in writing using the leave of absence request form which can be obtained on request from the office. This must be received at least fourteen days in advance for it to be considered by the Headteacher. Where a child does not reside with both parents, it is the responsibility of the parent making the request to inform the other parent. The school will send a reply to both parents.

If a request for leave has not been received and we have reason to believe a pupil is on holiday, it is likely that we will visit the home address in this circumstance and a letter will be sent to parents requesting medical evidence. If no medical evidence can be provided the absence may be coded as unauthorised and a penalty notice request sent to the Local Authority.

Any request made because of exceptional circumstances can only be judged on a case-by-case basis, taking into account individual circumstances. Requests should be made in writing at least fourteen days before the period of requested absence, otherwise they will be automatically unauthorised. Only the Principal can overrule this, in discussion with the Academy Council, and only in exceptional circumstances, eg overseas funerals.

Even with the exceptional circumstances we will still consider the following on a case-by-case basis before permission can be granted:

- Current level of school attendance including punctuality. Where attendance is below 95%, the absence may not be authorised, even in the case of exceptional circumstances;
- The current progress being made towards individual pupils' academic targets;
- The time and length of the requested exceptional absence;
- The amount of exceptional absence that has been authorised previously.

If an unauthorised leave of absence is taken, the school follows Stoke-on-Trent Council's Code of Conduct for issuing penalty notices for unauthorised leave of absence.

Children Absent from Education

Schools have a duty by law to refer any absence of 20 days or more to Stoke-on-Trent City Council Missing in Education department where they have been unable to make contact with the parent/child or have general concerns about the absence. In line with our safeguarding policy, we will do this following a continuous absence of 10 days or more. In order to avoid any referrals, parents are requested to inform the school if they are moving house/area or country and to provide a forwarding address, contact number and the name of the new school if known.

Legal Sanctions

Waterside Primary School will make use of the full range of potential sanctions – including, but not limited to, those listed below – to tackle poor attendance. Decisions will be made on an individual, case-by-case basis.

Penalty notices

The Headteacher (or someone authorised by them), local authority or the police can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a penalty notice.

Before issuing a penalty notice, the school will consider the individual case, including:

- Whether the national threshold for considering a penalty notice has been met (10 sessions am or pm (equivalent of 5 days) of unauthorised absence in a rolling period of 10 school weeks)
- Whether a penalty notice is the best available tool to improve attendance for that pupil
- Whether further support, a notice to improve or another legal intervention would be a more appropriate solution or has been previously given.
- Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate

A penalty notice may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the school has notified the parents that the pupil must not be present in a public place on that day).

Each parent who is liable for the pupil's offence(s) can be issued with a penalty notice

The payment must be made directly to the local authority, regardless of who issues the notice. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

If issued with a first penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days.

If a second penalty notice is issued to the same parent in respect of the same pupil, the parent must pay £160 if paid within 28 days.

A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead.

Notices to improve

If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, the school may offer a notice to improve to give parents a final chance to engage with support.

Notices to improve will be issued in line with processes set out in the local code of conduct for the local authority area in which the pupil attends school.

They will include:

- Details of the pupil's attendance record and of the offences
- The benefits of regular attendance and the duty of parents under section 7 of the Education Act 1996
- Details of the support provided so far
- Opportunities for further support, or to access previously provided support that was not engaged with
- A clear warning that a penalty notice may be issued if attendance doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis
- A clear timeframe of between 3 and 6 weeks for the improvement period

- The grounds on which a penalty notice may be issued before the end of the improvement period

Strategies for promoting attendance

- Attendance will be celebrated weekly in assembly.
- Weekly class attendance will be shared in the weekly school newsletter
- Children with previously low attendance will have notes/messages home celebrating improvements in attendance.
- Children with 100% attendance at the end of the school year will be acknowledged in the school's annual awards assembly.
- The use of pupil voice and parental feedback will help inform the school for other rewards/celebrations that the school can deploy to help improve attendance and the school will regularly look to ensure that these positive celebrations are in place.

Attendance monitoring

Monitoring attendance

The Pastoral and Attendance Team will monitor the attendance of monitored pupils. In particular, the Pastoral Team will monitor:

- Pupils at risk of becoming persistently absent
- Persistently absent (<90%)
- Severely absent (<50%)
- Cohorts with lower attendance than their peers
- Pupils with medical conditions
- Pupils with SEND
- Pupils with a social worker
- Looked After Pupils
- Pupils considered to have poor attendance.
- Young Carers
- Other vulnerable pupils not listed above

The Attendance Lead/Headteacher will provide information to enable Academy Council members to monitor attendance and absence data (including punctuality) half-termly, termly and yearly across the school and at an individual pupil, group and cohort level.

The school will benchmark its attendance data at whole school, year group and cohort level against local, regional, and national levels to identify areas of focus for improvement, and share this with the Academy Council.

Monitoring declining absence throughout the year

At Waterside, we believe in working closely with parents and recognise the importance of collaboration.

1. If a child misses 4 or more sessions of school with an unauthorised absence, we will send them a 'Letter 1' letter to advise that their child's attendance has been adversely affected and the impact of this.
2. If a child then continues to have further periods of unauthorised absence, they will receive a 'Letter 2' letter
3. If a child continues to have further periods of unauthorised absence, they will be invited to an attendance clinic. If the parent/carer does not attend this, the meeting will go ahead without them.
4. If attendance further declines and there have been 10 sessions of unauthorised absence in a 10-week period, we will refer this to the Local Authority

In addition to the formal process, the school will contact the parent/carer to see if any additional support can be put in place to assist with attendance issues, such as meetings with class teachers/pastoral team, an Early Help etc.

Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils, groups or cohorts that need additional support with their attendance, and
- Identify pupils whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence
- Use data to develop strategies to address emerging areas or patterns

Using data to improve attendance

The school will:

- Develop targeted actions to address patterns of absence (of all severities) of individual pupils, groups or cohorts that it has identified via data analysis
- Provide targeted support to the pupils it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence, and their families
- Provide regular attendance reports to staff, to facilitate discussions with pupils and families, and to the Academy Council and school leaders (including special educational needs co-ordinators, designated safeguarding leads and pupil premium leads)
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies
- Share information and work collaboratively with other schools in the area, local authorities and other partners where a pupil's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific pupils, where appropriate

Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school. Reducing persistent and severe absence is central to the school's strategy for improving attendance.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:
 - Discuss attendance and engagement at school
 - Listen, and understand barriers to attendance
 - Explain the help that is available
 - Explain the potential consequences of, and sanctions for, persistent and severe absence
 - Review any existing actions or interventions

- Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant
- Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these pupils. In doing so, the school will sensitively consider some of the reasons for absence
- Implement sanctions, where necessary
- Keep records of support and plans relating to the attendance strategies implemented
- Communicate regularly with families the outcome of meetings and the next steps

Monitoring arrangements

This policy will be reviewed as guidance from the local authority and/or DfE is updated, and as a minimum every two years.

Appendix 1: attendance codes

The following codes are taken from the DfE's [guidance on school attendance](#).

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
Attending a place other than the school		
K	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Attending work experience	Pupil is on an approved work experience placement
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Pupil is attending a session at another setting where they are also registered
Absent – leave of absence		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Pupil is at a medical or dental appointment
J1	Interview	Pupil has an interview with a prospective employer/educational establishment
S	Study leave	Pupil has been granted leave of absence to study for a public examination
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
C2	Part-time timetable	Pupil is not in school due to having a part-time timetable
C	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances

Absent – other authorised reasons		
T	Parent travelling for occupational purposes	Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
Absent – unable to attend school because of unavoidable cause		
Q	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Pupil is unable to attend as they are: • In police detention • Remanded to youth detention, awaiting trial or sentencing, or • Detained under a sentence of detention
Y6	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
Absent – unauthorised absence		
G	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school

N	Reason for absence not yet established	Reason for absence has not been established before the register closes
O	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
U	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
Administrative codes		
Z	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays

Appendix 2: Absence Procedures



Day-to-Day Absence Management and Response Flowchart

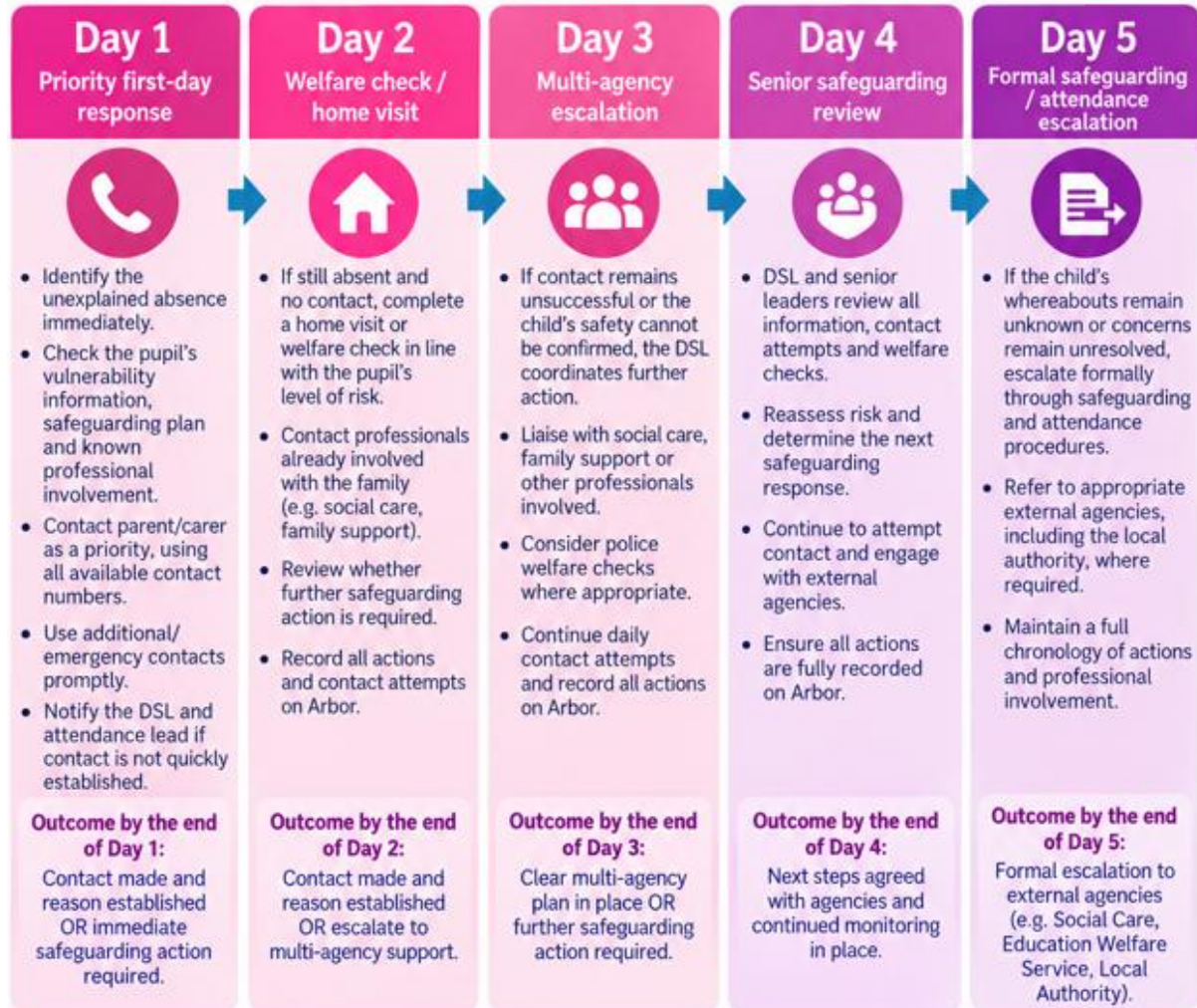
Vulnerable Pupils

A faster, safeguarding-led response

Our
vulnerable pupils
are everyone's
responsibility

Vulnerable pupils include, but are not limited to:

children with a social worker, Child in Need/Child Protection Plan, SEND, young carers, previously LAC, those at risk of exploitation, or those with significant medical or emotional needs.



Safeguarding overrides timescales.

If there is immediate concern for the child's safety, escalate straight to the DSL and relevant agencies rather than waiting for the next day.



Respect

Excellence

Inspiration

Friendship

Determination

Courage

Equity



UNAUTHORISED ABSENCES IN A 10 WEEK PERIOD

WATERSIDE PRIMARY SCHOOL

Step 1

AFTER 2 AND 3 DAYS OF UNAUTHORISED ABSENCES

After 2 days of unauthorised absences in a 10 week period an initial letter will be sent to parents/carers.

After 3 days of unauthorised absences in a 10 week period a second reminder letter will be sent to parents/carers.

Step 2

AFTER 4 DAYS OF UNAUTHORISED ABSENCES

After 4 days of unauthorised absences in a 10 week period a third warning letter will be sent to parents/carers.

The letter will also include an invite to attend an attendance clinic with the attendance team to discuss a plan going forward.

Step 3

ATTENDANCE CLINIC

After 4 days of unauthorised absences, parents/carers will be invited to attend an attendance clinic with the attendance team.

During this meeting, parents/carers and school will work together to formulate an action plan in order to improve attendance going forward and to avoid more unauthorised absences

Step 4

PENALTY NOTICE WARNING LETTER REQUEST

After 5 days of unauthorised absences in a 10 week period a final letter will be sent to parents/carers to explain that a referral for a penalty notice warning letter has been requested from the local authority

Step 5

The child will be placed on a penalty notice warning letter where there should be no unauthorised absences in a 20 day period.

If there are further unauthorised absences without medical evidence during that period then a penalty notice will be issued through the local authority.



EXCEPTIONAL LEAVE OF ABSENCE REQUESTS

WATERSIDE PRIMARY SCHOOL

Step 1

SUBMITTING A FORM

Parents/carers should submit an 'Exceptional Leave of Absence Request' form to the school requesting any exceptional leave during school time.

This should be completed at least 2 weeks prior to the requested leave and handed into the school office.

Step 2

DECISIONS

All exceptional leave of absence requests are passed onto the headteacher. All decisions made are at the headteacher's discretion and may or may not be authorised based on the individual circumstances.

Please note - All holidays will be unauthorised and will receive a penalty notice (fine) after the return date.

Step 3

FEEDBACK LETTER

After an exceptional leave of absence request has been assessed by the headteacher and a decision has been made, the school will respond via a letter to inform parents of the outcome of the exceptional absence request.

Step 4

PENALTY NOTICE WARNING LETTER REQUEST

If the child has been on unauthorised leave, on their return, school will complete the necessary paper work to the local authority to request a penalty notice for taking a unauthorised leave during term time.

Step 5

PENALTY NOTICE

At the request of the school, the local authority will be issued with a penalty notice.

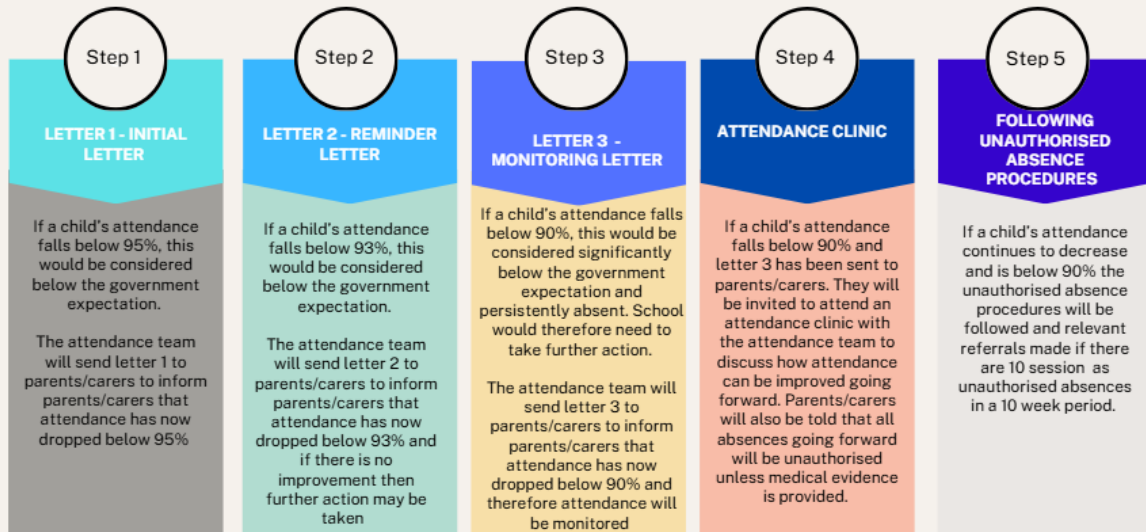
This will be a total of £80 per parent per child.

Each child will be entitled to 2 days authorised absences for religious reasons. Any other absences due to religious reasons will be unauthorised.



PERSISTENTLY ABSENT LESS THAN 90% ATTENDANCE

WATERSIDE PRIMARY SCHOOL



ILLNESS PROCEDURES

WATERSIDE PRIMARY SCHOOL

