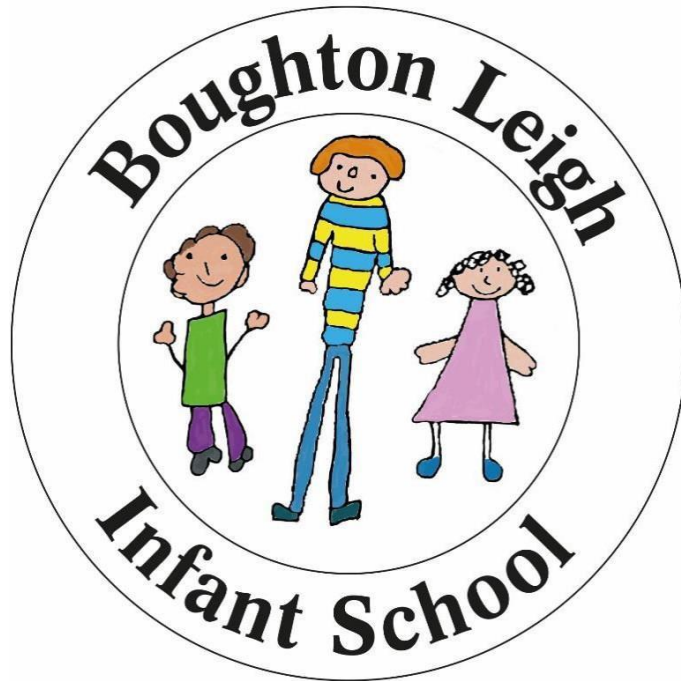


Attendance Policy



Caring, Sharing and Learning together as we grow

July 2025

Review: July 2026

NAMED PERSONS RESPONSIBLE FOR ATTENDANCE IN SCHOOL	
POSITION	NAME
Attendance Governor	
Headteacher	
Attendance Lead	
Attendance Officer	

Signed by Chair of Governors:

Date:

Boughton Leigh Infant School

Attendance Policy

Contents

Section	Page
Our Philosophy and Aims	2
Legislation and guidance	3
Roles and responsibilities	4
Recording attendance	6
Authorised and unauthorised absence	8
Pastoral support and attendance meetings	12
Rewarding/celebrating attendance	13
Supporting pupils who are absent and returning to school	13
Monitoring Procedures	13
Evaluation and Performance	14
Appendix 1: Stage 1 Absence notification	17
Appendix 2: Awareness Letter	18
Appendix 3: Stage 2 Absence Notification	19
Appendix 4: Stage 3: Absence notification	20
Appendix 5: Information to parents/carers regarding lateness	21
Appendix 6: Attendance Ladder	22
Appendix 7: Attendance Codes	23

Our Philosophy and Aims:

Boughton Leigh Infant school is committed to providing a high-quality, inclusive, and nurturing education that helps our youngest pupils grow, learn, and develop positive attitudes towards school from the very start. We believe that the most important factor in promoting good attendance is fostering a love of learning and a sense of belonging in every child. To this end, we aim to create a happy, welcoming, and safe environment where every member of our school community feels valued and supported.

We work hard to ensure that all children attend school regularly. Any barriers to attendance will be identified and addressed quickly, as we know that good habits established in the early years help children succeed throughout their school life and beyond.

We also recognise the vital role parents and carers play in supporting attendance. By building strong home-school links, we can work together to address any concerns or challenges as soon as they arise. When issues with attendance occur, we will work in partnership with parents, children, and, where necessary, the Local Authority to find solutions promptly and help every pupil return to full attendance

Our school follows the latest government guidance on attendance: '*Working Together to Improve School Attendance*'. You can read the full publication here: [working together to improve school attendance \(applies from 19 August 2024\)](#), We believe that good attendance is important for every child's learning and development. We know that the reasons children may miss school can be wide-ranging and sometimes complex, and often vary for each child and family. While we encourage all children to aim for 100% attendance, we understand that this is not always possible. Our school attendance target is therefore set at **96%**.

To support good attendance, we will:

- Encourage a positive and welcoming environment where children feel safe, secure, and valued.
- Make attendance and punctuality a priority for everyone connected to the school, including children, parents, staff, and governors.
- Clearly define roles and responsibilities to ensure consistent approaches to attendance.
- Provide support, advice, and guidance to parents and families.
- Maintain positive and regular communication between home and school.
- Use a system of rewards and appropriate consequences to support attendance.
- Work closely with the Warwickshire Attendance Service (WAS) and other agencies where needed.
- Take each child's individual needs into account when planning their return after a long absence.
- Monitor and analyse attendance data systematically to identify patterns and provide support where necessary.
- Promote punctuality in attending lessons.

Legislation and Guidance

- This policy is based on the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#) and [school attendance parental responsibility measures](#).

The Education Act 1996 requires parents/carers or guardians to ensure their children receive efficient full-time education suitable to their age, ability and aptitude; to any special educational needs they may have, either by regular attendance at school or otherwise. A child is of compulsory school age at the beginning of the term following their 5th birthday.

Under the Education Act 1996, the Local Authority has a statutory requirement to ensure that parents secure education for children of compulsory school age and where necessary, use legal enforcement.

Parents/carers and guardians have a legal responsibility to ensure their children receive efficient, full-time education by regular attendance at school or otherwise under the section 7 of the Education Act 1996.

If a child of compulsory school age fails to regularly attend the school which he/she is registered at, then the parent/guardian is guilty of an offence under section 444 of the Education Act 1996.

Schools must take the attendance register at the beginning of each morning session and once during each afternoon session. On each occasion they must record whether every pupil is

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

Roles and Responsibilities:

The Governing Body

The governing body is responsible for:

- Promoting the importance and benefits of regular attendance to children, parents, and staff.
- Reviewing the school's Attendance and Punctuality Policy each year to ensure it remains effective and up to date.
- Identifying a governor who will take responsibility for monitoring attendance across the school.
- Asking the Headteacher or Attendance Lead to provide updates on attendance and punctuality at termly Governing Body meetings.
- Ensuring the school follows all relevant regulations and guidance, including The Education (Pupil Registration) (England) Regulations 2006 and DfE coding guidance.
- Supporting staff and attend meetings with parents when needed to help address attendance concerns.

The Headteacher

The headteacher is responsible for:

- The implementation of this policy at the school.
- Monitoring school-level absence data and reporting it to governors.
- Supporting staff with monitoring the attendance of individual pupils.
- Monitoring the impact of any implemented attendance strategies.
- Issuing penalty notices, where necessary, and/or authorising the designated 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, including where school transport is regularly being missed, and where pupils with SEND face in-school barriers.
- 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 the school's high expectations for attendance and punctuality regularly to pupils and parents through all available channels.

The Attendance Lead

The attendance lead (also known as the 'attendance champion') is responsible for:

- Promoting good attendance to children, parents, and staff, making it a priority for the school.
- Ensuring that all staff understand their role in encouraging and supporting regular attendance for every child.
- Regularly reviewing attendance data with the Attendance Officer to identify children or groups who may need extra support.
- Working with the Attendance Officer to keep track of any children receiving support, monitoring their progress.
- Collaborating with parents, carers, and children to create plans to improve attendance and provide the right support.
- Work with the school's pastoral team to offer additional family support where needed.
- Liaise with Warwickshire Attendance Service and other relevant organisations to access support when required.

The attendance officer

The school attendance officer is responsible for:

- Monitoring and analysing attendance data (see Supporting pupils who are absent or returning to school section).
- Benchmarking attendance data to identify areas of focus for improvement.
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance, and the headteacher.
- Working with education welfare officers to tackle persistent absence.
- Advising the headteacher/designated senior leader (authorised by the headteacher) when to issue penalty notices.

The attendance officer is Fran Gale and can be contacted via 01788 571679 or admin2598@welearn365.com.

Class teachers

Class teachers are responsible for:

- Recording attendance for both morning and afternoon sessions on a daily basis, using the correct codes (see Appendix 7), and submitting this information to the school office at the end of registration at the morning and afternoon sessions.
- Being aware of any children in their class with poor attendance and monitoring accordingly.
- Raising any attendance issues with parents/carers at drop off and collection times, in school reports, during any arranged parents' meetings, and on parents' evenings.
- Monitoring the attendance of individual pupils through completing an Attendance Concern Form, liaising with parents/carers and putting low-level incentives in place where appropriate.

School Admin Staff

School admin staff will:

- Take calls from parents/carers about absence on a day-to-day basis and record it on the school system, and transfer calls from parents/carers to the Learning Mentor where appropriate, in order to provide them with more detailed support on attendance.

Parents

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:

- Ensure their child attends school regularly, arrives on time, and is prepared for the day.
- Contact the school by 9:00am on any day their child is absent, providing the child's name, class, reason for absence, and expected date of return.
- Let the school know if there are any issues that may make it difficult for their child to attend regularly.
- Try to avoid unnecessary absences. Wherever possible, arrange medical or dental appointments outside of school hours. If a child must attend an appointment during the school day, parents should provide a note or message confirming the appointment and ensure the child returns to school afterwards.
- Inform the school immediately of any changes to contact details or family circumstances.

- Avoid taking family holidays during term time.
- Seek support, where necessary, for maintaining good attendance, by contacting Alex Smelt, Learning Mentor, who can be contacted via 01788 571679 or admin2598@welearn365.com

Pupils

Pupils are expected to:

- Attend school every day, on time.

Recording Attendance:

How to report an absence:

All absences should be reported to the school office by the child's parent or carer (not a sibling or family friend) on the first morning of the absence. Parents are asked to call the school on 01788 571679 or email the school before 9:00am.

If no message is received, the school office will contact the parent or carer to check that the child is safe. Parents/carers should call each day their child is absent and provide:

- The child's name and class
- The reason for the absence
- The expected date of return

If an absence is likely to be for a longer period, parents/carers should inform the school as soon as possible so that appropriate support can be offered

Attendance Register

We will keep an electronic attendance register, and place all pupils onto this register.

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark, using the appropriate national attendance and absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024, whether every pupil is:

- Present.
- Attending an approved off-site educational activity.
- Absent.
- Unable to attend due to exceptional circumstances.

Any amendment to the attendance register will include:

- The original entry.
- The amended entry.
- The reason for the amendment.
- The date on which the amendment was made.
- The name and position of the person who made the amendment.

See Appendix 7 for the DfE attendance codes.

We will also record:

- Whether the absence is authorised or not.
- The nature of the activity, where a pupil is attending an approved educational activity.
- The nature of circumstances, where a pupil is unable to attend due to exceptional circumstances.

We will keep every entry on the attendance register for 6 years after the date on which the entry was made.

Categories of Absence:

There are two types of absence:

1. **Authorised (approved)**
2. **Unauthorised (not approved)**

Absences can only be authorised by the Headteacher (or a designated member of staff).

Authorised Absence

An absence is classed as authorised when a child is away from school for a valid reason and the school has been informed by a parent or carer. For example, if a child is unwell and a parent contacts the school to explain the absence. Only the school can authorise an absence—parents cannot do this themselves. This means that not all absences supported by parents will be authorised. For instance, a child taken out of school to go shopping during the school day would not be considered an authorised absence.

Unauthorised Absence

An absence is classed as unauthorised when a child is away from school without the school's permission. An absence can be unauthorised even if a parent agrees to it, such as a family holiday during term time. Children arriving after the registers have closed without a good reason, or skipping school, will also be marked as unauthorised.

Lateness and Punctuality

The school day starts at 8.45am and ends at 3.15pm.

Pupils must arrive in school by 9.00 on each school day.

The register for the first session will be taken at 9.00am and will be kept open until 9.30. The register for the second session will be taken at 1.15pm and will be kept open until 1.30pm.

All children should be in school by 9:00am each day, although they are welcome to enter the school building from 8:45am. Registers are taken twice daily: at 9:00am and again at 1:15pm, immediately after the lunchtime session.

Children who arrive after 9:00am will be marked as late ('L' code) in the register. It is important that any child arriving or leaving the school outside normal hours is signed in or out at the office, as this register is used in case of emergencies or fire drills.

Being on time is very important, as even a few minutes late each day can add up to significant lost learning over the year. If lateness becomes persistent, the school will contact parents/carers to discuss how we can support you in helping your child arrive at school on time.

Please see Appendix 5 for more information on the importance of punctuality and how we address persistent lateness

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code.

- After the register has closed will be marked as absent, using the appropriate code.

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 conduct a home visit, contact children's services 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 – this will be no later than 5 working days after the session(s) for which the pupil was absent.
- Call the parent on each day that the absence continues without explanation, to make sure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer.
- 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 is not appropriate, not successful, or not engaged with: issue a notice to improve, penalty notice or other legal intervention (see **Sanctions** section below, as appropriate).

Reporting to parents

The school will regularly inform parents (see definition of 'parent', as used in this policy, in section Parents above) about their child's attendance and absence levels via half termly registration certificates. Attendance Ladders will also be included on the newsletter (see Appendix 6).

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:

- 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.

As a school, 'exceptional circumstances' will be reviewed by the Headteacher on an individual basis.

Leave of Absence

- The law states a leave of absence may only be granted by a school if an application is made in advance and if it considers there are exceptional circumstances relating to the application.

Expectations

- A leave of absence is granted entirely at the school's discretion. Permission for a Leave of Absence from a school may only be given by a person who the school's proprietor has authorised to do so (an authorised person).
- Schools must judge each application individually considering the specific facts and circumstances and relevant background context behind each request.
- Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance.
- Where a leave of absence is granted, the school will determine the number of days a pupil can be absent from school.
- When making an application for Leave of Absence parents are advised to give sufficient information and time to allow the Head teacher the opportunity to consider all the exceptional circumstances and to notify the parents of their decision. The school may also request further information on the application and supporting documentation where appropriate.

Leave of Absence

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Expectations

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- Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance.
- Where a leave of absence is granted, the school will determine the number of days a pupil can be absent from school.
- When making an application for Leave of Absence parents are advised to give sufficient information and time to allow the Head teacher the opportunity to consider all the exceptional circumstances and to notify the parents of their decision. The school may also request further information on the application and supporting documentation where appropriate.
- It is advised that if the resident parent has not received notification or a response regarding the leave

of absence application, it is their responsibility to ascertain if the leave is authorised prior to the start of the leave.

- The school can only consider applications for Leave of Absence which are made by the resident parent. i.e the parent with whom the child normally resides.
- Where applications for Leave of Absences are made in advance and refused, the child is expected to be in school on the dates set out in the application. If the child is absent during that period, it will be recorded as an “unauthorised” absence. Where a leave of absence is requested but additional days take either prior to or after the request, they may be considered as part of the leave of absence.
- Leave of Absences which are not made in advance cannot be authorised in line with legislation. This will result in the absence being recorded as ‘unauthorised’.
- All matters of unauthorised absence relating to a Leave of Absence will be referred to the Warwickshire Attendance Service of Warwickshire County Council. Penalty notices are issued in accordance with Warwickshire County Council’s Code of Conduct for Penalty Notices and in the first instance, as an alternative to prosecution proceedings.
- Where a Penalty Notice is not paid within the timeframe set out in that Notice, the matter will be referred to Warwickshire County Council’s Legal Services to consider instigating criminal prosecution proceedings under S444 of Education Act 1996.

Leave of Absence taken in the academic year 2025-26

The law relating to Penalty Notices changed with effect from 19 August 2024. Therefore, Penalty Notices issued for Leave of Absence taken from September 2025 will be issued in accordance with the updated legislation.

Penalty Notices are issued to each parent of each absent child, (for example 2 children and 2 parents, means each parent will receive 2 invoices – 4 in total).

- First Leave of Absence Offence: The amount of £160 to be paid within 28 days, this is reduced to £80 each child if paid within 21 days.
- Second Leave of Absence Offence within a 3 year period (from the date of issue of the first penalty notice): The amount of £160 paid within 28 days. No reduced amount.
- Third Leave of Absence offence within a 3 year period (from the date of issue of the first penalty notice). A Penalty Notice will not be issued and the matter will be referred to Warwickshire County Council’s Legal Services to consider instigating criminal prosecution proceedings under S444 of Education Act 1996.

Sanctions

Our 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.

If the school issues a penalty notice, it will check with the local authority before doing so, and send it a copy of any penalty notice issued.

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 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.
- 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, but this will usually only be the parent/parents who allowed the absence.

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.

Penalty Notices and Legal Enforcement:

Under Section 23 of the Anti-Social Behaviour Act 2003, Local Education Officers, Headteachers, and the police have the power to issue Penalty Notices for unauthorised absence from school. The Education (Penalty Notices) (England) Regulations 2004 came into force on 27 February 2004.

Penalty Notices must follow the requirements of the Human Rights Act and all relevant Equal Opportunities legislation. The Local Authority has a Code of Conduct which guides the issuing of these notices.

If a Penalty Notice is not paid, this may lead to prosecution under Section 444 of the Education Act 1996, which makes it an offence for a parent or carer to fail to ensure their child's attendance at school.

Prosecution

The Local Authority has a legal responsibility to make sure children of compulsory school age receive their education. If a child does not attend school regularly, the parent or carer can be prosecuted under Section 444 of the Education Act 1996 for failing to secure their child's attendance

Persistent Absence:

A child is considered a Persistent Absentee (PA) if they miss 10% or more of their possible school sessions. This means that children with attendance below 90% are classed as PA. Missing this much school can have a significant impact on a child's learning and progress.

For children with very low attendance (below 50%), the school will work closely with families and partner agencies to provide extra support. These children may find it particularly difficult to attend school regularly or face more complex barriers, and they are likely to need additional help to improve their attendance (Working Together to Improve School Attendance, May 2022).

Pastoral support and Attendance Meetings:

At Boughton Leigh Infant School, we recognise that some children and families may face challenges that make regular attendance more difficult. When a child's attendance reaches Stage 2, parents or carers will be invited into school for a supportive attendance meeting with the Attendance Lead and our Learning Mentor.

The purpose of this meeting is to work in partnership with families to understand any barriers to attendance and to agree on positive next steps. We will take a supportive and non-judgemental approach, recognising that all family's circumstances are different.

During the meeting, we may:

- Explore any concerns or difficulties affecting attendance
- Agree an Attendance Support Plan with clear, realistic targets
- Identify any pastoral, emotional, or practical support the school can offer
- Signpost families to external services where appropriate

- Arrange follow-up meetings to review progress

Our aim is always to support families at an early stage and help every child attend school regularly, feel happy in school, and achieve their full potential.

Rewarding/Celebrating Attendance

At Boughton Leigh Infant School, we place a high priority on promoting excellent attendance and recognise its importance in supporting pupil achievement and wellbeing. We celebrate and reward positive attendance through a range of strategies, which are reviewed regularly to ensure they remain effective and inclusive.

These may include whole-school and class-based recognition, certificates, and communication with families regarding attendance. Updates are shared through the school newsletter to keep our community informed and engaged.

Where a pupil has a medical condition or recognised disability, attendance recognition is adapted as appropriate to ensure equity and fairness

Supporting pupils who are absent or returning to school

Pupils absent due to complex barriers to attendance

Reintegration plans are developed with family, school staff and other appropriate agencies.

Pupils absent due to mental or physical ill health or SEND

Where a pupil has an education health and care (EHC) plan and their attendance falls, or the school becomes aware of barriers to attendance that related to the pupil's needs, the school will inform the local authority. Early Help offered in school to support involving appropriate and relevant agencies.

Pupils returning to school after a lengthy or unavoidable period of absence

Reintegration plans are developed with family, school staff and other appropriate agencies.

Monitoring Procedures:

STAGE	ATTENDANCE	ACTIONS
1	Below 90% in Autumn Term, below 95% Spring term onwards.	<ul style="list-style-type: none"> • First stage attendance/lateness letter is sent to the parent/carer (see Appendix 1). • Attendance Concern Form completed and family contacted by class teacher to offer support.
2	Attendance has remained the same or declined slightly	<ul style="list-style-type: none"> • Awareness Letter sent to parents to invite them into school to discuss child attendance through supportive attendance clinic with Pastoral Lead and Attendance lead.

3	Attendance continues to decline.	<ul style="list-style-type: none"> • Second stage attendance/lateness letter is sent to the parent/carer (see Appendix 3). • Meeting arranged with parent/carer and action plan created with targets for attendance and any necessary support. • Referral to school pastoral team for family support if required. Review meeting to be arranged at least half termly to discuss progress towards targets.
4	Attendance continues to decline.	<ul style="list-style-type: none"> • Third stage attendance/lateness letter is sent to the parent/carer (see Appendix 3). • Referral to Warwickshire Attendance Services; actions may include: <ul style="list-style-type: none"> ○ Setting of a formal attendance target, which may result in a Fixed Penalty Notice (FPN) if this is not achieved. ○ Use of a parenting contract to improve attendance. ○ Referral to Children and Families Front Door (Warwickshire Social Care) if appropriate.

Evaluation and Performance:

It is important to set realistic targets for attendance. The school will review attendance interventions regularly as part of the evaluation process to ensure they remain effective.

When evaluating success, the school will consider whether:

- Attendance has improved
- Punctuality has improved
- Parental response to absence has improved
- Re-integration plans have been successful
- The school has raised the profile of attendance within the school, governing body, and local community
- Pupils understand the importance of punctuality and regular attendance, and are aware of the attendance procedures in place

It is essential that everyone involved in promoting attendance understands the important role they play in raising standards. Promoting good attendance is the responsibility of the whole school, and this Attendance Policy is supported by our Anti-Bullying Policy, Suspensions and Permanent Exclusions Policy, and Safeguarding Policy.

Analysing Attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils, groups or cohorts that need additional support with their attendance.
- Identify pupils whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence.
- Conduct thorough analysis of half-termly, termly, and full-year data to identify patterns and trends.

- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these 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 (see **Reducing persistent and severe absence** section below).
- Provide regular attendance reports to class teachers, to facilitate discussions with pupils and families, and to the governing body and school leaders (including special educational needs co-ordinator, 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 (this is equivalent to one day or more a fortnight across a full school year), 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.
- Attendance Awareness Notification Letter sent to parents alongside their child's registration certificate half termly.
- Stage One Absence Meeting to be held with Attendance Officer and Learning Mentor for all pupils who are currently attending school at or below 90%.
- Stage Two Absence Meeting to be held with Attendance Champion, Attendance Officer

and Learning Mentor for all pupils who attendance has not improved.

- 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.
- Referral to the Warwickshire Targeted Attendance Support Pathway.
- Implement sanctions, where necessary (see **Sanctions** section, above).

Monitoring arrangements

This policy will be reviewed as guidance from the local authority and/or DfE is updated, and as a minimum annually by the designated senior leader for attendance. At every review, the policy will be approved by the full governing board.

Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy.
- Behaviour policy.
- Administration of medicine and First Aid Policy

Appendix 1: Stage 1 Absence Notification

Date Address

Dear Parent/Carer of

Stage One Absence Notification

We have been filling in our absence return form for the last half term and we have noticed that__has been absent on a number of occasions. This may have been due to illness and if you have notified us of the reason, please accept our thanks.

The purpose of this letter is to make you aware that your child's attendance for this year is currently ____%.

We monitor all children's attendance closely and work hard to ensure that all children attend school for at least 96% of the school year. The Department for Education (DfE) defines a pupil as a persistent absentee if they miss 10% or more of their possible sessions (an overall attendance of 90% or less). Local Authorities have the power to prosecute parents who fail to ensure their child's regular attendance at school (section 444 Education Act 1996).

Please make every effort to ensure that your child attends school regularly. While I fully understand that illness is unavoidable, letters are sent to all Parents/Carers according to their child's individual attendance. We will monitor your child's attendance during the next half term; if it does not improve, a formal Stage Two notification will be sent.

If there is anything you wish to discuss regarding _____attendance then please contact me at your earliest opportunity.

Yours Sincerely,

Mr Andrew Moorcroft
Headteacher

Appendix 2: Awareness Letter

Attendance Awareness and Support

Dear Parent/Carer of _____

As part of our regular attendance monitoring, we have reviewed attendance figures for this half term and have noticed that __ attendance is currently ____%.

We understand that there can be a variety of reasons why children are absent from school, including illness and other circumstances. However, as you will be aware, regular attendance is extremely important for your child's learning, wellbeing and social development. At Boughton Leigh Infant School, we aim for all pupils to achieve at least 96% attendance across the school year.

The Department for Education (DfE) considers pupils to be at risk of persistent absence if their attendance falls towards 90% or below. We are keen to work proactively with families to prevent attendance from declining further.

We would therefore like to invite you into school for a supportive meeting to discuss _____ attendance and explore whether there is anything we can do to help. This is an opportunity for us to work together, identify any barriers, and put supportive strategies in place if needed.

Please contact the school office on 01788 571679 to arrange a convenient time to meet with Amanda Oldham and Alexander Smelt (Attendance Lead/Learning Mentor]. We would appreciate this meeting taking place within the next week.

We value your partnership and look forward to working together to ensure _____ has the best possible start to their education.

Yours sincerely,

Mr Andrew Moorcroft
Headteacher

Appendix 3: Stage 2 Absence Notification

Date Address

Dear Parent/Carer of

Stage Two Absence Notification

Further to my previous letter, it has come to my attention that _____ attendance has not improved. Currently your child's attendance is at _____%.

At Boughton Leigh Infant School, we monitor attendance closely and work hard to ensure that all children attend school for at least 96% of the year. The Department for Education (DfE) defines a pupil as a persistent absentee if they miss 10% or more of their possible sessions (an overall attendance of 90% or less). **Local Authorities have the power to prosecute parents who fail to ensure their child's regular attendance at school (section 444 Education Act 1996).**

I would like to take this opportunity to remind you of the importance of reporting your child's absence, as we are unable to authorise it if a reason is not provided. If your child's attendance continues to decline, we may be unable to authorise absence for illness without medical evidence, such as GP appointment cards/a print-out of attendances at the GP surgery (these are available free of charge on request), a named prescription for current medication/empty packaging from prescription medication (this must be named), or hospital appointment letters.

This is the second stage in our attendance procedure and as such an appointment has been made for you on _____ to meet with ----- (Attendance Lead and Learning Mentor) to discuss the matter and put an action plan in place. If this date or time is not convenient, please contact the school office on 01788 571679 as soon as possible to rearrange. Failure to do this may result in the school contacting Social Services and/or Warwickshire Attendance Services to take the matter further.

We look forward to working with you to resolve this situation as soon as possible.

Yours Sincerely

Mr Andrew Moorcroft
Headteacher

Appendix 4: Stage 3 Absence Notification

Date Address

Dear Parent/Carer of

Stage Three Absence Notification

Further to our previous communication, it has come to my attention that _____ attendance has not improved. Currently your child's attendance is at _____%.

As you are aware, Warwickshire Attendance Services (WAS) has been monitoring your case since _____. Unfortunately, as your child's attendance has not shown adequate improvement despite the action plan in place, a representative from WAS will now make further contact with regards to your case.

We also need to make you aware that **we will no longer be able to authorise any absence due to illness without medical evidence**. Such evidence includes: GP appointment cards/a print-out of attendances at the GP surgery (these are available free of charge on request), a named prescription for current medication/empty packaging from prescription medication (this must be named), or hospital appointment letters.

If there is anything you wish to discuss further, please contact the school office to make an appointment.

Yours Sincerely

Mr Andrew Moorcroft
Headteacher

Appendix 5: Information for parents/carers regarding lateness

Dear parents/carers,

This year, we are having a drive on punctuality at school. It is crucial that your child attends school on time, as even a few minutes each day can add up to a lot of lost learning time over the course of the year (please see the table below for some examples):

Lateness = lost learning (Figures below are calculated over a school year)

5 minutes late each day	3 days lost!
10 minutes late each day	6.5 days lost!
15 minutes late each day	10 days lost!
20 minutes late each day	13 days lost!
30 minutes late each day	19 days lost!

Children arriving late also miss out on vital catch-up interventions or provisions, as many of these are held from 9.00-9.30 am.

The school day begins at **8.50 am** with registration. Any children arriving after 9.00 am will be given a late mark.

Senior leaders will be present in the entrance hall each morning to speak to parents and children about why they are late and find out if there is anything we can do to support your child with arriving on time to school. Our Pupil and Family Mentors will also be contacting families if lateness is a persistent concern in line with our safeguarding procedures. If lateness continues to persist, we will seek advice from the Local Authority to support us with taking further action.

If you are finding it difficult to get your child into school on time, there are a variety of ways that we can support you. Please contact your child's class teacher in the first instance, who will be able to signpost you towards the right help.

Thank you for your support in ensuring that your child arrives punctually to school.

Yours sincerely,

Mr Andrew Moorcroft
Headteacher

Appendix 6: Attendance Ladder:



Appendix 7: Attendance Codes:

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: <ul style="list-style-type: none"> • 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