



*'Let your light shine' – Matthew 5:16*

# Whitley Memorial C of E Primary School

## Primary Attendance and Absence Policy

Date policy last reviewed: September 2025

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Signed by:

Headteacher

Date: 1<sup>st</sup> October 2025

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Chair of governors

Date: 1<sup>st</sup> October 2025

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## Statement of intent

At Whitley Memorial, we believe regular attendance is key to helping children learn and succeed. Pupils can't reach their full potential if they do not attend school regularly.

We know that some children face challenges that make attending school harder. That is why we are committed to creating a safe, supportive environment and building strong, trusting relationships with both pupils and parents.

Our whole-school approach to improving attendance means that everything we do—whether it's our curriculum, behaviour standards, tackling bullying, supporting children with special needs, or using resources like pupil premium—helps to support and encourage good attendance.

We are committed to:

- Promoting and modelling high attendance and its benefits.
- Ensuring equality and fairness for all.
- Ensuring this attendance policy is clear and easily understood by staff, pupils and parents.
- Intervening early and working with other agencies to ensure the health and safety of our pupils.
- Building strong relationships with families to overcome barriers to attendance.
- Working collaboratively with other schools in the area, as well as other agencies.
- Ensuring parents follow the framework set in section 7 of the Education Act 1996, which states that the parent of every child of compulsory school age shall cause them to receive efficient full-time education suitable to their age, ability and aptitude, and to any SEND they may have, either by regular attendance at school or otherwise.
- Ensuring our attendance policy is clear and easily understood by all staff, parents and pupils.
- Regularly monitoring and analysing attendance and absence data to identify pupils or cohorts that require more support.

The school's attendance officer can be contacted via [admin@whitley.northumberland.sch.uk](mailto:admin@whitley.northumberland.sch.uk)

Staff, parents and pupils will be expected to contact the attendance officer for queries or concerns about attendance.

## **Legal framework**

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Education Act 1996
- Equality Act 2010
- The Education (Pupil Registration) (England) Regulations 2006 (As amended)
- The Children (Performances and Activities) (England) Regulations 2014
- Children and Young Persons Act 1963
- DfE (2024) 'Working together to improve school attendance'
- DfE (2024) 'Keeping children safe in education (KCSIE) 2024'
- DfE (2024) 'Children missing education'
- DfE (2024) 'Providing remote education'
- DfE (2024) 'Summary table of responsibilities for school attendance'

This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- Complaints Procedures Policy
- Behaviour Policy
- SEND Policy
- Supporting Pupils with Medical Conditions Policy

## **Roles and responsibilities**

The governing board has overall responsibility for:

- Monitoring the implementation of this policy and all relevant procedures across the school.
- Promoting the importance of good attendance through the school's ethos and policies.
- Arranging attendance training for all relevant staff that is appropriate to their role.
- Working with the SLT to set goals for attendance and providing support and challenge around delivery against those goals.
- Regularly reviewing attendance data.
- Ensuring that this policy, as written, does not discriminate on any grounds, including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the school's Complaints Procedures Policy.
- Having regard to KCSIE when making arrangements to safeguard and promote the welfare of children.
- Ensuring school staff receive adequate training on attendance

The headteacher is responsible for:

- The day-to-day implementation and management of this policy and all relevant procedures across the school.
- Appointing a member of the SLT to the attendance officer role.
- Ensuring all parents are aware of the school's attendance expectations and procedures.
- Ensuring that every pupil has access to full-time education and will act as early as possible to address patterns of absence.

Staff are responsible for:

- Following this policy and ensuring pupils do so too.
- Ensuring this policy is implemented fairly and consistently.
- Modelling good attendance behaviour.
- Using their professional judgement and knowledge of individual pupils to inform decisions as to whether any welfare concerns should be escalated.
- Where designated, taking the attendance register at the relevant times during the school day.

The attendance officer is responsible for:

- The overall strategic approach to attendance in school.
- Developing a clear vision for improving attendance.
- Monitoring attendance and the impact of interventions.
- Analysing attendance data and identifying areas of intervention and improvement.
- Communicating with pupils and parents with regard to attendance.

- Leading a compassionate approach when listening to parents and pupils regarding barriers to attendance.
- Following up on incidents of persistent poor attendance.
- Enforcing attendance through statutory interventions in cases of persistent poor attendance where other supports have not succeeded.
- Informing the LA of any pupil being deleted from the admission and attendance registers.

Pupils are responsible for:

- Attending their lessons and any agreed activities when at school.
- Arriving punctually to lessons when at school.
- Following any support provided by the school to improve attendance.

Parents are responsible for:

- Providing accurate and up-to-date contact details.
- Providing the school with more than one emergency contact number.
- Updating the school if their details change.
- The attendance of their children at school.
- Promoting good attendance with their children.
- Proactively engaging with any attendance support offered by the school and the LA.
- Notifying the school as soon as possible when their child has to be unexpectedly absent.
- Requesting leave of absence only in exceptional circumstances, and in advance.
- Booking any medical appointments around school where possible.
- Following any family-based support implemented by the school to improve attendance.

## **Definitions**

The following definitions apply for the purposes of this policy:

### **Absence:**

- Arrival at school after the register has closed
- Not attending the registered school for any reason

### **Authorised absence:**

- An absence for sickness for which the school has granted leave
- Medical or dental appointments which unavoidably fall during school time, for which the school has granted leave
- Religious or cultural observances for which the school has granted leave
- An absence due to a family emergency

### **Unauthorised absence:**

- Parents keeping children off school unnecessarily or without reason
- Truancy before or during the school day

- Absences which have never been properly explained
- Arrival at school after the register has closed
- Absence due to shopping, looking after other children or birthdays
- Absence due to day trips and holidays in term-time which have not been agreed
- Leaving school for no reason during the day

### **Persistent absence (PA):**

- Missing 10 percent or more of schooling across the year for any reason

### **Missing education**

- Not registered at a school and not receiving suitable education in a setting other than a school

### **Attendance expectations**

The school maintains high expectations for attendance and punctuality, which are regularly communicated to both pupils and parents. Pupils are expected to attend school every day, arriving on time and staying for the full day.

Key points:

- The school day begins at 8:50am, and pupils should be on-site by 8:55am, ready for lessons.
- Morning break is from 10:45am to 11:00am, and lunch break varies between 11:45am and 12:55pm, depending on the year group. Pupils are expected to return promptly after breaks.

### **Registers:**

- **Morning:** Marked by 9:00am. Pupils arriving after this will be marked late. The register closes at 9:30am—pupils arriving after this are marked absent.
- **Afternoon:** Marked by 1.00pm. Late marks apply after this time, with the register closing at 1:05pm.

Pupils should communicate any attendance concerns to staff as soon as possible.

### **Absence procedures**

Parents must contact the school office by phone before 9:00am on the first day of their child's absence, providing a reason and an estimated return date (e.g., one school day).

If no contact is made by the close of the morning register, the school will attempt to reach the parent via text and phone on the same day.

**Absence follow-up:** The school will follow up on absences to:

- Confirm the reason.
- Ensure safeguarding.
- Determine if the absence is authorised.

- Correctly record it in the school census.

For absences longer than three consecutive days, or more than 10 days in a term, parents must provide a signed letter explaining the absence. Verbal explanations may be accepted when appropriate.

The school generally will not request medical evidence for illness-related absences but reserves the right to do so if the authenticity is in doubt.

### **Persistent Absence (PA) procedures:**

- Parents will be asked to meet with the attendance officer if PA is identified.
- The school will notify the local authority (LA) monthly about students with poor attendance or who have missed 10+ days without authorisation.
- If attendance falls below 90%, the attendance officer will be informed and appropriate steps will be taken.

If a pupil is absent for 10 days after an authorised absence, or 20 consecutive days without authorisation, and the school and LA cannot locate the pupil, they will be removed from the admissions register.

### **Attendance register**

The school uses SIMs to keep attendance registers to ensure they are as accurate as possible and can be easily analysed and shared with the appropriate authorities.

Designated staff members will take the attendance register at the start of each school day and at the start of the afternoon session. This register will record whether pupils are:

- Present.
- Absent.
- Attending an approved educational visit.
- Unable to attend due to exceptional circumstances.

The school will use the national attendance codes to ensure attendance and absence are monitored and recorded in a consistent way. The following codes will be used:

/	Present (AM)
\	Present (PM)
B	Attending any other Approved Educational Activity
C	Other authorised exceptional circumstances
C1	Leave of absence - regulated performance or employment abroad
C2	Leave of absence - part-time timetable
D	Dual registration
E	Suspended or excluded without alternative provision

G	Family holiday (not agreed)
I	Illness
J1	Leave of absence - Interview for employment or transfer
K	Attending alternative provision arranged by the LA
L	Late (before registers closed)
M	Medical/Dental appointment
N	No reason yet provided for absence
O	Absent in other or unknown circumstances
P	Participating in a sporting activity
Q	Unable to attend - lack of access arrangement
R	Religious observance
S	Study leave for public examination
T	Travelling with parent for occupational purposes
U	Late (after registers closed)
V	Attending an educational visit or trip
W	Attending work experience
X	Not required to attend - non-compulsory school age pupil
Y1	Unable to attend - normal transport not available
Y2	Unable to attend - widespread travel disruption
Y3	Unable to attend - unavoidable partial closure
Y4	Unable to attend - unavoidable full closure
Y5	Unable to attend - criminal justice detention
Y6	Unable to attend - public health Guidance/Law
Y7	Unable to attend - unavoidable other than Y1-Y6
Z	Pupil not on roll
-	All should attend / No mark recorded
#	Planned whole school closure

When the school has planned in advance to be fully or partially closed, the code '#' will be used for the relevant pupils who are absent. This code will also be used to record year groups who are not due to attend because the school has set different term dates for different years, e.g. induction days.

Pupils who are absent from school but are receiving remote education for any reason will be marked as absent in the register.

All amendments made to the attendance register will include the original entry, the amended entry, the reason for the amendment, the date of amendment and the name and role of the person who made the amendment.

Every entry received into the attendance register will be preserved for **three years**.

### **Authorising parental absence requests**

Parents must request certain types of absences in advance. These requests will be handled solely by the headteacher, who will consider the pupil's best interests and the impact on their education. The headteacher's decision is final and cannot be appealed, but requests will not be denied without good reason.

#### **Leave of Absence:**

- Granted only in exceptional circumstances.
- Parents must submit written requests to the headteacher at least two weeks before the proposed absence, including the reason and dates.
- Decisions will consider the pupil's attendance record, and leave for family holidays is unlikely to be approved.

#### **Leave will not be granted if:**

- It coincides with statutory assessment periods.
- The pupil has any unauthorised absences.
- The pupil's authorised absence record exceeds 10%.

If leave is denied and the pupil is taken out of school, the absence will be recorded as unauthorised and may result in penalties. Absences cannot be approved retroactively and will be marked as unauthorised if not pre-approved.

### **Illness and healthcare appointments**

Parents will be expected to make medical or dental appointments outside of school hours wherever possible. Where this is not possible, parents will be expected to obtain approval for their child's absence to attend such appointments as far in advance as is practicable. Parents will be responsible for ensuring their child misses only the amount of time necessary to attend the appointment.

### **Performances and activities, including paid work**

The school requires pupils engaging in performances or activities that cause absence to obtain a licence from the local authority (LA), regardless of payment.

### **Key points:**

- The school will arrange support, such as private teaching, to ensure pupils don't fall behind in their studies. The LA will approve these arrangements.
- Pupils must receive at least three hours of education per day during the licence period, with a minimum of six hours per week.
- No more than five hours of education will be allowed on any single day.

If the LA licence specifies absence dates, no further authorisation is needed from the school. If dates are unspecified, the headteacher may approve each day's absence, provided attendance remains above 96%. Absence will not be authorised without a licence.

### **Religious observance**

Parents will be expected to request absence for religious observance at least **two weeks** in advance.

The school will only accept requests from parents for absence on grounds of religious observance for days that are exclusively set apart for religious observance by the relevant religious body. The school will define this as a day where the pupil's parents would be expected by an established religious body to stay away from their employment to mark the occasion.

The school may seek advice from the religious body in question where there is doubt over the request.

### **Gypsy, Roma and Traveller absence**

Where a pupil's parent belongs to a community covered by this code and is travelling for occupational purposes, the parent will be expected to request a leave of absence for their child at least **two weeks** in advance. Absences will not be granted for pupils from these communities under this code for reasons other than travel for occupational purposes.

### **SEND- and health-related absences**

The school recognises that pupils with SEND and/or health conditions, including mental health issues, may face greater barriers to attendance than their peers, and will incorporate robust procedures to support pupils who find attending school difficult.

In line with the SEND Policy and Supporting Pupils with Medical Conditions Policy, the school will ensure that reasonable adjustments are made for disabled pupils to reduce barriers to attendance, in line with any EHC plans or IHPs that have been implemented. The school will secure additional support from external partners to help bolster attendance where appropriate.

Where the school has concerns that a pupil's non-attendance may be related to mental health issues, parents will be contacted to discuss the issue and whether there are any contributory factors to their child's lack of attendance. Where staff have a mental health concern about a pupil that is also a safeguarding concern, they will inform the DSL and the Child Protection and Safeguarding Policy will be followed.

If a pupil is unable to attend school for long periods of time due to their health, the school will:

- Inform the LA if a pupil is likely to be away from the school for more than 15 school days.
- Provide the LA with information about the pupil's needs, capabilities and programme of work.
- Help the pupil reintegrate at school when they return.
- Make sure the pupil is kept informed about school events and clubs.
- Encourage the pupil to stay in contact with other pupils during their absence.

The school will incorporate an action plan to help any pupils with SEND and/or health issues cope with the stress and anxiety that attending school may cause them. Such plans will be regularly monitored and reviewed until the pupil is attending school as normal and there has been signs of significant improvement.

To support the attendance of pupils with SEND and/or health issues, the school will consider:

- Holding termly meetings to evaluate any implemented reasonable adjustments.
- Identifying pupils' unmet needs through the EHCP
- Using an internal or external specialist.
- Enabling a pupil to have a reduced timetable.
- Ensuring a pupil can have somewhere quiet to spend lunch and breaktimes.
- Implementing a system whereby pupils can request to leave a classroom if they feel they need time out.
- Temporary late starts or early finishes.
- Phased returns to school where there has been a long absence.
- Small group work or on-to-one lessons.
- Tailored support to meet their individual needs.

### **Leave during lunch times**

Parents may request permission for their child to leave school during lunch, subject to the headteacher's approval.

#### **Process:**

- Parents must submit a written request explaining the reason for their child to leave.
- The headteacher will review the request, meet with parents to discuss concerns, and confirm the decision in writing within a week.
- If granted, pupils must leave within 10 minutes of lunch starting and return 5 minutes before it ends.
- Parents must sign their child in and out at the school office, where a staff member will oversee the process.

The headteacher can withdraw permission at any time, with written notice and reasons provided. Parents cannot appeal but may withdraw their request at any time. Permission will be reviewed each term, with parents confirming if they wish to continue.

## **Truancy**

Truancy will be considered as any absence of part, or all, of one or more days from school, during which the school has not been notified of the cause behind such absence.

All staff will be actively engaged in supporting the regular attendance of pupils, and understand the importance of continuity in each pupil's learning.

All pupils are expected to be in their classes by **8:50am** and **12:55pm**, where the teacher will record the attendance electronically. Any pupil with permission to leave the school during the day must sign out at the school office and sign back in again on their return.

Immediate action will be taken when there are any concerns that a pupil might be truanting. If truancy is suspected, the headteacher is notified, and they will contact the parent in order to assess the reasons behind the pupil not attending school.

The following procedures will be taken in the event of a truancy:

- In the first instance, a letter of warning will be sent to the parents of the pupil, informing them of the truancy and stating that any future occurrences could result in further action being taken.
- If any further truancy occurs, then the school will consider issuing a penalty notice.
- A penalty notice will be issued in line with the Penalty notices and legal intervention section of this policy where there is overt truancy, inappropriate parentally-condoned absence, excessive holidays in term-time and persistent late arrival at school.

The DSL will be involved where an instance of truancy may be linked to a safeguarding concern. Any safeguarding concerns will be dealt with in line with the Child Protection and Safeguarding Policy.

## **Absent pupils**

Pupils will not be permitted to leave the school premises during the school day unless they have permission from the school. The following procedures will be taken in the event of a pupil going missing whilst at school:

- The member of staff who has noticed the absent pupil will inform the headteacher immediately
- The office staff will also be informed as they will act as a point of contact for receiving information regarding the search
- A member of staff will stay with the rest of the class, and all other available members of staff will conduct a thorough search of the school premises as directed by the headteacher
- The following areas will be systematically searched:
  - All classrooms
  - All toilets
  - Changing rooms
  - The library
  - Any outbuildings

- The school grounds
- Available staff will begin a search of the area immediately outside of the school premises, and will take a mobile phone with them so they can be contacted.
- If the pupil has not been found after **10 minutes**, then the parents of the pupil will be notified
- The school will attempt to contact parents using the emergency contact numbers provided
- If the parents have had no contact from the pupil, and the emergency contacts list has been exhausted, the police will be contacted.
- The absent pupil's teacher will fill in a CPOMs record, describing all circumstances leading up to the pupil going missing
- If the absent pupil has an allocated social worker, is a looked-after child, or has any SEND, then the appropriate personnel will be informed by the DSL
- When the pupil has been located, members of staff will care for and talk to the pupil to ensure they are safe and well
- Parents and any other agencies will be informed immediately when the pupil has been located

The headteacher will take the appropriate action to ensure that pupils understand they must not leave the premises, and sanctions will be issued if deemed necessary. Appropriate disciplinary procedures will be followed in accordance with the Behaviour Policy.

The headteacher will carry out a full investigation and will draw a conclusion as to how the incident occurred. A written report will be produced, and policies and procedures will be reviewed in accordance with the outcome where necessary.

### **Attendance intervention**

In order to ensure the school has effective procedures for managing absence, the attendance officer, supported by the SLT, will:

- Attend or lead attendance reviews.
- Establish robust escalation procedures which will be initiated before absence becomes a problem by:
  - Sending letters to parents.
  - Meeting with parents where appropriate
  - Engaging with LA attendance teams.
  - Using fixed penalty notices.

The school will use attendance data, in line with the 'Monitoring and analysing absence' section of this policy, to develop specific strategies to improve attendance where patterns of absence are emerging. These strategies will be developed on a case-by-case basis, and will consider the particular needs of the pupils whom the intervention is designed to target.

The school will acknowledge outstanding attendance and punctuality in the following ways:

- Certificates and treats

## **Working with parents to improve attendance**

The school aims to build strong, respectful relationships with parents and families, ensuring trust and engagement through open, honest communication about expectations, attendance, and performance. The school will also work with external agencies, such as social services, to support attendance when needed.

### **Key practices:**

- The school will maintain two emergency contact details for each pupil, where possible, to ensure multiple ways to reach responsible adults in case of unnotified absences.
- Parents will be informed of their legal duty to ensure their child attends school regularly, except for valid reasons like illness or pre-authorized absences. The school will regularly update parents on their child's attendance, absence, and punctuality, highlighting the educational, social, and developmental benefits of regular attendance.

When attendance issues arise, the attendance officer will work closely with families to address barriers and support improved attendance. Sensitivity will be applied, offering support before resorting to punitive measures.

For school-related issues like bullying, the attendance officer will collaborate with the headteacher and relevant staff (e.g., DSL, SENCO). For external issues affecting attendance, the attendance officer will work with external agencies, such as children's social care, encouraging parents to access any needed support.

## **Persistent absence (PA)**

There are various groups of pupils who may be vulnerable to high absence and PA, such as:

- Children in need
- LAC (Looked after children)
- Young carers
- Pupils who are eligible for FSM (Free School Meals)
- Pupils with EAL (English as an Additional Language)
- Pupils with SEND
- Pupils who have faced bullying and/or discrimination

The school will use a number of methods to help support pupils at risk of PA to attend school. These include:

- Offering catch-up support to build confidence and bridge gaps.
- Meeting with pupils to discuss patterns of absence, barriers to attendance, and any other problems they may be having.
- Establishing plans to remove barriers and provide additional support.
- Monitoring progress carefully.
- Making regular contact with families to discuss progress.

- Assessing whether an EHC plan may be appropriate.
- Considering what support for re-engagement might be needed, including for vulnerable groups.

The school will focus particularly on pupils who have rates of absence over 50 percent, and will work with the LA and other partners to engage all relevant services needed to identify and address the wider barriers to attendance these pupils are facing.

Where a pupil at risk of PA is also at increased risk of harm, the school will work in conjunction with all relevant authorities, e.g. social services, to support the pupil in line with the school's duty of care. The school will also bear in mind that the continuation of severe PA following intervention may, in itself, constitute neglect, and will escalate any concerns in this regard in line with the Child Protection and Safeguarding Policy.

## 15. Penalty notices and legal intervention

**The school will allow sufficient time for attendance interventions and engagement strategies to improve pupils' attendance; however, where engagement strategies to improve attendance have not had the desired effect after one term, the attendance officer will consider:**

- Holding a formal meeting with parents and the school's point of contact in the School Attendance Support Team.
- Working with the LA to put a parenting contract or an education supervision order in place.
- Engaging children's social care where there are safeguarding concerns.

Where the above measures are not effective, the headteacher will issue a notice to improve as a final opportunity for parents to engage in support and improve attendance before a penalty notice is considered.

There is now a single consistent national threshold for when a penalty notice must be considered by all schools in England, of 10 sessions (usually equivalent to 5 school days) of unauthorised absence within a rolling 10 school week period. The 10 sessions of absence do not have to be consecutive and can be made up of a combination of any type of unauthorised absence (G,O and/or U coded in the school register). The 10 school week period can span different terms, school years or education settings.

A fixed penalty notice will be issued in line with the LA's code of conduct and the DfE's 'Working together to improve school attendance' guidance.

Penalty notices for unauthorised absences will be charged at £160, reduced to £80 if paid within 21 days.

A penalty notice of £120 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 five days of a fixed period or permanent exclusion. This will be reduced to £60 if paid within 21 days.

Parents will only get up to two fines for the same child in a three-year period. Once this limit has been reached, other action such as a parenting order or prosecution will be considered.

Where attendance still does not improve following a fixed penalty notice, the school will work with the LA to take forward attendance prosecution as a last resort.

Parents who are prosecuted and attend court because their child has not been attending school may be fined up to £2,500.

### **Education Supervision Orders (ESOs)**

Where interventions have not been successful, an ESO can be an alternative to provide formal legal intervention without criminal prosecution. ESOs are made through the Family or High Court and give the LA a formal role in supporting the pupil and parents to improve their attendance. LAs will issue parents with a notice of the intention to consider an ESO, set up a meeting to discuss with the parent and pupil, and decide whether the case will be taken forward.

Once an SEO is secured, a supervisor from the local authority will decide any actions or requirements. These may include:

- Requiring the parents to attend support meetings.
- Requiring the parents to attend a parenting programme.
- Requiring the parents to access support services.
- Requiring an assessment by an educational psychologist.
- Review meetings involving all parties to be held every 3 months.

Failing to comply with an SEO will result in a fine and decisions will be made about whether further action is required.

### **16. Monitoring and analysing absence**

The attendance officer will monitor and analyse attendance data regularly to ensure that intervention is delivered quickly to address habitual absence at the first signs.

The school will collect data regarding punctuality, truancy, and authorised and unauthorised absence, for:

- The school cohort as a whole.
- Individual year groups.
- Individual pupils.
- Demographic groups, e.g. pupils from different ethnic groups or economic backgrounds.
- Other groups of pupils, e.g. pupils with SEND, LAC and pupils eligible for FSM.
- Pupils at risk of PA.

The attendance officer will conduct a thorough analysis of the above data on a half-termly, termly and full-year basis to identify patterns and trends. This will include identifying, for each group:

- Patterns in uses of certain codes.
- Particular days of poor attendance.
- Historic trends of attendance and absence.
- Barriers to attendance.

The attendance officer will provide regular reports to staff across the school to enable them to track the attendance of pupils and to implement attendance procedures. The attendance officer will also be responsible for monitoring how attendance data changes in response to any interventions implemented to increase attendance in future.

The governing board will regularly review attendance data, including examinations of recent and historic trends, and will support the SLT in setting goals and prioritising areas of focus for attendance support based on this data.

The school will also benchmark its attendance data against local-, regional- and national-level data to identify areas of success and areas for improvement, and will share practice which has been shown to be effective with other schools.

## **17. Training of staff**

The school will recognise that early intervention can prevent poor attendance. As such, staff will receive training in identifying potentially at-risk pupils as part of their induction and refresher training.

The governing board will ensure that teachers and support staff receive training in line with this policy as part of their induction. Following this initial training, staff will receive regular and ongoing training as part of their development.

Training will cover at least the following:

- The importance of good attendance
- That absence is almost invariably a result of wider circumstances
- The legal requirements on schools, e.g. the keeping of registers
- The school's strategies and procedures for monitoring and improving attendance
- The school's procedures for multi-agency working to provide intensive support for pupils who need it

The governing board will provide dedicated and enhanced attendance training to the attendance officer and other staff with specific attendance functions in their role – this will include training regarding interpreting and analysing attendance data and supporting pupils to overcome barriers to attendance.

Staff will receive training to ensure they understand that increased absence from school could indicate a safeguarding concern, and know how such concerns should be managed.

## **18. Deletions of names from the admission register**

The school will ensure that it only deletes names from the admission register for a reason set out in regulation 9 of the School Attendance Regulations. A pupil's name will never be removed for any other reason and the school is aware that doing so could constitute off-rolling.

The school will make returns to the LA when pupils' names are deleted from the admission register. This will be with the exception of pupils whose name has been deleted from the register at or after the end of the last term of the school year when they are in the most senior year group, unless the LA has requested this information.

When the school is notifying the LA that a pupil's name is being deleted from the admission register, the following information about the pupil will be provided:

- Full name
- Address
- The full name and address of any parent the pupil normally lives with
- At least one telephone number by which any parent the pupil normally lives with can be contacted in an emergency
- If applicable, the pupil's future address, the full name and address of the parent who the pupil is going to live with and the date the pupil will start living there
- If applicable, the name of the pupil's other school and when the pupil began or will begin to attend the school
- The reason under which the pupil's name has been deleted from the admission register

Names will never be retrospectively deleted from the admission or attendance register – these registers will remain an accurate record of who is a registered pupil and their attendance at any given time. Pupils' attendance will be recorded up until the date that their name is deleted from the admission register.

## **19. Monitoring and review**

Attendance and punctuality will be monitored throughout the year. The school's attendance target is 97 percent – full details of the school's absence levels can be found on the school newsletter which is accessible through the school website.

This policy will be reviewed annually by the headteacher. The next scheduled review date for this policy is September 2026.

Any changes made to this policy will be communicated to all relevant Stakeholders.

## **Appendix A: Attendance Monitoring Procedures**

Whitley Memorial Primary School has adopted the following attendance monitoring procedures, to ensure that pupils' attendance meets the expected standard, and effective intervention is provided where pupils' attendance falls below the standard:

1. Attendance is shared weekly with the headteacher.
2. Contact is made with parents on the first day of absence for any pupil absence not reported. 'N' codes are used to indicate that the pupil is absent for a reason not yet provided; these N codes are reported to the attendance officer daily.
3. Contact is made to the parents of any pupils marked using the N code. Any N codes not established after a day are recorded as an unauthorised absence. These can be changed within a week if a reason is established.
4. When a child's attendance falls below 96%, we monitor this for three weeks.
5. If the child's attendance has continued to decline, a letter 1 is issued which highlights the child's attendance and offers parental support to help improve attendance.
6. If a child's attendance continues to decline or is below 92%, a letter 2 is issued. This letter highlights the child's attendance, asks for proof of medical appointments etc and offers support to improve attendance.
7. When a letter 2 goes out, the attendance officer will arrange a meeting for the parents to meet with a member of SLT to offer support and discuss next steps.
8. The EWO visits the school every three weeks and works with an attendance officer to look for trends and concerns. In conjunction with the EWO, the attendance officer decides which children need to be referred to the EWO service.

If appropriate, the school makes a referral to the EWO and education welfare protocol is followed and a fixed penalty fine may be issued.