Attendance Policy

Watlington Primary School

Date written by Nathan Thomas	*October 2026*
Date adopted by School	November 2026
Date to be reviewed by School (This policy will be reviewed at least biannually)	November 2028

This policy is available on our website

You can ask for a paper copy of this policy by contacting the school

You can find details of our INSET dates here or on the school website

Next Review Date	October 2028	Version	4	Approval Date	22/10/2026
Review Cycle	At least every 2 years	Owner	CEO	Approval Body	Trust Board

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Key Contacts

Role	Designated Person	Contact details
Senior leader responsible for attendance (Attendance Champion)	Vicky Pickford	Head.2459@watlington.oxon.sch.uk
Contact for day-to-day attendance queries	Suzie Bradley	Office.2459@watlington.oxon.sch.uk
Contact for detailed support on attendance	Vicky Pickford	Head.2459@watlington.oxon.sch.uk

Statement of Intent

We believe that in order to facilitate teaching and learning, good attendance is essential. Pupils cannot achieve their full potential if they do not regularly attend school. We are committed to:

- 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 him/her to receive efficient full-time education suitable –
    - to age, ability and aptitude, and
    - to any special educational needs, he/she may have
    - either by regular attendance at school or otherwise.
- Promoting and modelling good attendance behaviour.
- Ensuring equality and fairness of treatment for all.
- Implementing our policies in accordance with the Equality Act 2010 and the UN convention on the rights of a child.
- Early intervention and working with other agencies to ensure the health and safety of our pupils.

- Being mindful of pupils absent from school due to mental or physical ill health or their special educational needs and/or disabilities and providing them with additional support. Taking a support first approach to attendance. We will seek to understand the individual barriers affecting attendance, work with pupils and families to remove them, provide or facilitate appropriate support, formalise support where necessary and use legal intervention where support is not appropriate, has not been successful or has not been engaged with.
- Making reasonable adjustments for pupils with disabilities, medical needs or SEND where these are required to support attendance.
- Rewarding regular attendance.
- Listening to pupils and parents and taking account of their views when developing our approach to attendance

This policy works to meet the mandatory requirements laid out in Working together to improve school attendance - GOV.UK (www.gov.ukwww.gov.uk)

Legal Framework

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

- Education Act 1996
- Equality Act 2010
- Children and Young Persons Act 1963
- School Attendance (Pupil Registration) (England) Regulations 2024
- Keeping Children Safe in Education 2026
- Children Missing Education 2025
- Working together to improve school attendance, July 2026'

This policy will be implemented in conjunction with the Behaviour Policy, the Complaints Policy and the Child Protection and Safeguarding Policy. This policy works to meet the mandatory requirements laid out in the government guidance Working together to improve school attendance, July 2026.

Roles and Responsibilities

The Trust board has overall responsibility for:

- Ensuring that this policy, as written, does not discriminate on any grounds any student including any student holding any protected characteristic.
- Ensuring there is a Children Missing Education procedure in place and that this is regularly reviewed.
- Ensuring school leaders fulfil expectations and statutory duties relating to attendance.
- Regularly reviewing attendance data, including persistent and severe absence, for the Trust and its schools and challenging leaders where appropriate

The CEO has responsibility for:

- Ensuring the implementation of this policy and procedures
- Monitoring attendance and ensuring high and/or increasing levels of attendance are maintained

- Handling complaints regarding this policy as outlined in the school's Complaints Policy
- Having regard to the most recent version of 'Keeping Children Safe in Education' when making arrangements to safeguard and promote the welfare of children.
- Monitoring and comparing attendance patterns across Trust schools and pupil groups, identifying common barriers and variation in practice, sharing effective practice and resources and ensuring targeted support and challenge where required

The Governors have responsibility for:

- Overall implementation and monitoring of policy.
- Reviewing attendance at Governing Body meetings
- Challenging and supporting attendance procedures and data with school attendance leads.
- As required supporting attendance panels.

The Headteacher is responsible for:

- Implementation and management of this policy
- Reviewing and updating the policy bi-annually to ensure it reflects local school procedures and is in line with the model policy
- Monitoring attendance and action planning to promote and improve attendance and punctuality
- Keeping parents informed of their child's attendance and any changes to attendance policy and procedure.
- Ensuring that they keep abreast of changes in legislation and undertake CPD to ensure best practice.
- Ensuring all relevant teaching and non teaching staff understand their responsibilities for attendance and receive appropriate training and professional development.

Staff are responsible for:

- Following this policy and ensuring pupils do so too. They are also responsible for ensuring this policy is implemented fairly and consistently.
- Monitoring attendance and promptly discussing any concerns over attendance with parents and students.
- Using their professional judgement and knowledge of individual pupils to inform decisions as to whether any welfare concerns should be escalated.
- Recording attendance for both morning and afternoon sessions on a daily basis, using the correct codes.
- Building strong relationships with pupils and families and listening to and understanding barriers to attendance.

Parents are responsible for:

- Ensuring that their children attend and stay at school.
- Ensuring that their children arrive at school on time, appropriately dressed and ready to learn.
- Instilling in their children an appreciation of the importance of attending school regularly.

- Ensuring that they are aware of the attendance policy of their children's school.
- Impressing upon their children the need to observe the school's code of conduct.
- Working in partnership with their children's school to resolve issues which may lead to non-attendance.
- Notifying the school if their child is absent by 08:25, or as soon as practically possible, by calling 01491 612474. This should be done on the first day of absence and every subsequent day. They should also provide an explanation for the absence. Avoiding arranging medical/dental appointments during school hours.
- Avoiding booking holidays during term time.
- Contacting the school following procedures detailed below prior to any known, unavoidable term-time absence.
- 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.
- Seeking support, where necessary, for maintaining good attendance, by contacting the key contacts on page 3.
- Engaging with support offered by the school and other agencies to address barriers to attendance.

Pupils are responsible for:

- Attending school and all lessons, on time, prepared and ready to learn.
- Attending all expected lessons

Definitions	
Absence	• Arrival at school after the register has closed. • Not attending school for any reason.
Authorised Absence	• Authorisation is granted for absence at the discretion of the school, in compliance with legislation and guidance. It could be granted for: • Sickness. • Medical or dental appointments which unavoidably falls during school hours. • A day exclusively set apart for religious observance by the religious body to which the parent belongs. • An exceptional family emergency.
Unauthorised Absence examples	• Parents keeping children off school unnecessarily or without reason. • Truancy • 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 or similar. • Day trips and holidays in term-time which have not been agreed. (These will only be authorised in exceptional circumstances in compliance with legislation and at the discretion of the school) • Leaving school with no explanation during the day.

Persistent Absenteeism (PA)	Missing 10% or more of schooling across the year for any reason, regardless of authorisation.
Severe Absenteeism (SA)	Missing more than 50% or more of schooling across the year for any reason, regardless of authorisation.

Absence Procedures

- Parents should contact the school by 08.25 or as soon as possible on the first day of their child's absence to explain why they were absent
- A phone call will be made to the parent of any pupil who has not reported their child's absence on the first day that they do not attend school. If the school is unable to make contact with the parent/ carer, they may contact the pupil's emergency contacts and/or other professionals or contacts of the family who could reasonably be expected to be able to advise of the pupil's whereabouts.
- The staff member will encourage the attendance of any pupil that they believe should be able to attend.
- In the case of persistent absence and severe absence, the school will provide targeted support to the students it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severed absence, and their families. The school will inform the Local Authority (LA), following their guidance, of the details of pupils who fail to attend regularly, or who have missed 10 school days or more without authorisation.
- Where a pupil is recorded as absent due to illness and is reasonably expected to miss 15 school days, whether consecutively or cumulatively during the school year, the school will make the appropriate sickness return to the Local Authority.
- Where a pupil has not returned to school for 10 days after an authorised absence, or is absent from school without authorisation for 20 consecutive school days, the school will contact the Local Authority and follow the 'Child Missing Education' guidance.
- Where there are concerns that the absence of a child constitutes a risk of harm, safeguarding procedures will be followed as per the Safeguarding and Child Protection Policy.

Attendance Register

The statutory attendance register will be taken at the start of the morning session and once during the afternoon session. Schools may additionally take lesson registers for safeguarding, punctuality and internal attendance monitoring. This register will record whether pupils are present or absent.

The school uses the national attendance codes to ensure attendance and absence are monitored and recorded in a consistent way.

Please see Appendix A for further details of Registration Codes.

School Times and Registration Times

The gate opens at 8.40am and school starts for pupils at 8.45am.

The registers are taken from 8.45am and close at 9.05am.

In the afternoon registers are taken from 1pm.

Registers close at 9.05am in the morning and 1.10pm in the afternoon. Any pupils that arrive after these times will be recorded as 'late after the register is closed' which is an absence mark. (See DfE coding in Appendix A).

Pupils with SEND, disabilities or health needs

The school recognises that some pupils face greater barriers to attendance because of SEND, disability, physical health or mental health needs. The school will work with pupils, parents and relevant professionals to understand these barriers and make reasonable adjustments where appropriate. This may include adjustments to routines, access to support, uniform, transport arrangements, lunchtime arrangements or a planned phased return. Where a pupil has an Education, Health and Care Plan, the school will work with the Local Authority where barriers to attendance relate to the pupil's identified needs and will consider whether the EHCP requires review.

Pupils At Risk of Persistent Absenteeism (PA)

The school will:

- Monitor and analyse attendance patterns and trends weekly, with more detailed half termly, termly and annual analysis. This will include whole school, year group and individual pupil attendance; persistent and severe absence; punctuality; disadvantage; SEND and EHCP; pupils with a social worker; looked after children; young carers and other relevant vulnerable groups. Analysis will be used to identify emerging concerns before absence becomes persistent and evaluate the impact of interventions.
- Compare attendance with appropriate local, regional and national data and, where available, similar schools
- Use a range of evidence-based interventions to address barriers to attendance.
- Rigorously, fairly and supportively use agreed escalation procedures including:
    - Complete home visits
    - Sending letters to parents
    - Having a regular review
    - Engaging with LA attendance teams
    - Using fixed penalty notices
    - Attendance contracts
    - Holding parental meetings

- Hold attendance reviews and panels involving governors or senior leaders from across the Trust.
- Ensure pupils potentially at greater risk of harm who need a social worker will be supported with pastoral and academic support, alongside action by statutory services in response to any unauthorised absences.
- Welcome pupils back following a lengthy or unavoidable period of absence.
- Meet with pupils and parents to discuss absence, patterns, barriers and problems.
- Establish plans to remove barriers and provide additional support.
- Lead regular check-ins with pupils to review progress and the impact of support
- Make regular contact with families to discuss progress.
- Pay particular attention to pupils whose attendance is deteriorating, intervening early rather than waiting for attendance to reach the persistent absence threshold

Severe Absenteeism (SA)

A pupil becomes a 'severe absentee' when they miss 50% or more schooling across the school year for any reason. Absence at this level is doing significant damage to any child's academic and social progress which can have lifelong consequences. All SA pupils at our school will have an Individual Attendance Plan, which will incorporate multi-agency input and will take into account exceptional circumstances, such as serious, long-term illness. You will be expected to engage with all partners to improve your child's attendance, to 95+% wherever possible. The Individual Attendance Plan will establish ambitious but appropriate staged goals for improving attendance, taking account of the pupil's individual circumstances while maintaining the ambition for them to access as much face to face education as possible SA pupils are our highest priority at our school.

Young Carers

Young Carers

The school recognises that caring responsibilities can create additional barriers to attendance. Young carers will be identified and recorded appropriately, including through the school census. Their attendance will be monitored and, where caring responsibilities contribute to absence, the school will work with the pupil and family to understand and remove barriers. Where appropriate, the school will work with the Local Authority, early help and other services to secure additional support.

Punctuality

The school will:

- Actively encourage high levels of punctuality.
- Monitor and follow up on lateness.
- Promote school times and the time of registers opening and closing through brochures and the website.
- Not keep a register open for the whole session.
- When a pupil arrives late and the register is still open he/she will be marked as 'late' but counted as present for that session.

- When a pupil arrives after the register has closed and a parent provides a satisfactory explanation, he/she will be marked as 'authorised absent' for that session using the correct code.
- When a pupil arrives after the register has closed and the parent fails to provide a satisfactory explanation, he/she will be marked as 'unauthorised absent' for that session. (Code U)

Term Time Leave of Absence

Our aim is to prepare pupils for their future lives and careers. With this in mind, we require parents to observe the school holidays as prescribed.

- The Headteacher will only grant a leave of absence to a student during term time if the request meets the specific circumstances set out in the 2024 school attendance regulations. Broadly these circumstances are "exceptional"
- The headteacher will be only allowed to grant a leave of absence in highly exceptional circumstances. Applications will be made in advance and the headteacher will be satisfied by the evidence, which is presented, before authorising term-time leave.
- Any requests for leave during term-time will be considered on an individual basis
- Requests for leave will not be granted immediately before and during assessment periods.
- If parents take their child out of school during term-time without authorisation from the headteacher, they may be subject to sanctions such as penalty fines.
- The DfE does not generally consider a need or desire for a holiday or other absence for leisure and recreation to be an exceptional circumstance.

The student Request for absence form can be found here and should be submitted no less that 2 weeks prior to the requested time.

Missing Children

Pupils are not permitted to leave the school premises during the school day unless they have permission from the headteacher.

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 missing pupil will inform Vicky Pickford (HT) / Jonathan Gale (DHT) immediately.
- A member of staff will stay with the rest of the class, and all available members of staff will conduct a thorough search of the school premises as directed by a member of the senior leadership team.
- Staff will then search 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 15 minutes 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
- If the missing pupil has an allocated social worker, is a LAC, or has any SEND, then the appropriate personnel will be informed.
- When the pupil has been located, members of staff will care for and talk to the pupil to ensure they are safe and well
- 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.
- Parents and any other agencies will be informed immediately when the pupil has been located
- The headteacher will carry out a full investigation and will draw a conclusion as to how the incident occurred
- Appropriate disciplinary procedures are followed in accordance with the Behaviour Policy.

Pupils who are not collected at the end of the school day

All pupils who are collected from school at the end of the day are made aware that if their parent / guardian / carer will be late, they should remain with their class teacher.

If no communication is received about a pupil, the class teacher, office staff or SLT member will call the contact numbers for the parent and /or other appropriate contact numbers relevant to the pupil.

During this time the pupil will be safely looked after by a member of staff.

If there is no response from the parents' contact number or the emergency numbers within a three hour period the police and / or social services (LCSS or MASH) will be contacted. The incident will be recorded and logged in the child's safeguarding records on CPOMS.

Appointments

As far as possible, parents should attempt to book medical and dental appointments outside of school hours.

Where this is not possible, a hospital letter or appointment card should be presented to the school office

If the appointment requires the pupil to leave during the school day, they will need to be signed out at the school office by a parent.

Pupils should attend school before and after the appointment wherever possible.

Part-Time Timetables

All pupils of compulsory school age are entitled to a full-time education. In exceptional circumstances there may be a need for a part time timetable to meet an individual pupil's needs.

- Any part- time timetable will be time-limited and will not be treated as a long term solution.
- Part-time timetables will only be made with parental agreement and in compliance with the Safeguarding Policy.
- Part-time timetables will be agreed with the Local Authority and reviewed every two weeks.
- The school will mark the sessions where the pupil is not expected to attend as C2.
- A part time timetable will never be used to manage a pupil's behaviour.
- Any part time timetable will form part of a wider support, health or reintegration plan, have a clear purpose and intended end date and aim to return the pupil to full time education as soon as possible.
- The pupil and parents will be involved in agreeing and reviewing the arrangement. Where a pupil has an EHCP or social worker, relevant professionals and the Local Authority will be involved as appropriate.

Remote Education

Remote education is not an equal alternative to attendance at school and will only be considered as a last resort where it has already been established that a pupil cannot attend school but is able to learn. For individual pupils it will normally be a short term arrangement and, where appropriate, form part of a plan to support reintegration into face to face education. Pupils receiving remote education because they are unable to attend school will continue to be recorded as absent using the appropriate attendance code.

Approved Educational Activity

Where a student is engaged in off-site approved educational activities (for example, if a student is attending another school for part of their educational provision), the school will check his/her attendance on a daily basis before entering the appropriate code in the register.

Authorised and Unauthorised Absence

Absence will be authorised where leave has been granted by the school in advance, for example, in the following circumstances:

- a pupil is to participate in an approved performance for which a licence has been granted by the Local Authority,
- where the parent of a child is deployed in the services for 4 months or more, absence may be authorised but for no more than 5 days and proof of deployment must accompany the request eg. An official letter from the line manager. Each application will be considered individually, taking account of the particular facts and background including attendance history.
- where the school is satisfied that the child is too ill to attend;
- where the student has a medical appointment (although parents should be encouraged to make these out of school hours wherever possible, and to return their child to school immediately afterwards – or send him/her to school beforehand); Medical/Dental appointments should be accompanied by an appointment card or other written confirmation.

- where there is an unavoidable cause for the absence which is beyond the family's control, e.g. extreme weather conditions.
- the absence occurs on a day exclusively set aside for religious observance by the religious body to which the student's parents belong;
- in other exceptional circumstances (e.g. a family bereavement) and for a very limited period. (Note: absence may not be authorised even in these circumstances where the student has a poor attendance history or is a persistent absentee with attendance below 90% but the school must still be informed) Except in the circumstances described above, absences will be unauthorised.

Some examples of reasons for not authorising absence would be:

- no explanation has been given by the parent;
- the school is not satisfied with the explanation;
- the student is staying at home to mind the house;
- the student is shopping during school hours;
- the student is absent for unexceptional reasons, e.g. a birthday, looking after other children;
- the student is absent from school on a family holiday.
- the student has been stopped during a truancy sweep and is unable (or the parent is unable) to give a satisfactory reason for the absence.

Attendance Contracts

The school will not routinely request medical evidence to authorise illness absence. Medical evidence should only be required in a minority of cases. Where a pupil's health needs are complex, long term or frequently recurring, evidence may be sought where necessary to better understand the pupil's needs and identify appropriate provision, support or reasonable adjustments.

An attendance contract may be explored with parents when attendance is becoming a concern, it is a formal written agreement between a parent and the school to address irregular attendance at school or alternative provision. An attendance contract is not a punitive tool, it is intended to provide support and offer an alternative to prosecution. Parents cannot be compelled to enter an attendance contract, and they cannot be agreed in a parent's absence.

Penalty Notices

Parents whose children fail to attend school regularly are committing an offence (Section 444 Education Act 1996). A Fixed Penalty Notice may be issued where there is overt truancy, inappropriate parentally condoned absence, unauthorised holidays in term-time and persistent late arrival at school.

The national threshold for considering a Penalty Notice is 10 sessions of unauthorised absence within a rolling period of 10 school weeks. This may be made up of any combination of unauthorised absence and the 10-school-week period may span different terms or school years. Where this threshold is met, the school will consider the individual circumstances of the case and whether a Penalty Notice is the most appropriate intervention. In such cases, the school will:

- Where support is not appropriate, for example in the case of an unauthorised term-time holiday, a Penalty Notice may be considered without a Notice to Improve. Each case will be considered individually and in accordance with Oxfordshire County Council's Code of Conduct..
- In other instances, parents/carers may be invited to a meeting to discuss the reasons for absence, appropriate support and, where necessary, an Attendance Contract. Where the national threshold has been met and support is appropriate but has not been successful or has not been engaged with, a Notice to Improve will usually be issued in accordance with Oxfordshire County Council's Code of Conduct. The Notice to Improve will normally provide an improvement period of six school weeks (60 sessions). Where unauthorised absence continues, the Local Authority may consider issuing a Penalty Notice after three school weeks (30 sessions).
- Submit an application to issue a penalty notice to the Local Authority.
- Notices may be issued to each parent liable for the offence. Penalties are paid to the Local Authority.

The Penalty is £80 if paid within 21 days of receipt of the notice, increasing to £160 if paid between day 21 and day 28. This amount is prescribed by the Education Penalty Notices (England) Regulations 2007. Failure to pay a Penalty Notice within the prescribed period may result in prosecution for the underlying offence of failure to secure regular school attendance.

Any second penalty notice issued to the same parent for the same child within a rolling 3 year period will be charged at a higher rate of £160 with no option for this second offence to be discharged at the lower rate of £80. (The three-year period begins from the date of the first penalty notice issued on or after 19 August 2024)
Please note: Penalty Notices are issued per parent/per child. A maximum of two Penalty Notices may be issued to the same parent in respect of the same child within a rolling three-year period. If the national threshold is met for a third or subsequent time within that period, another legal intervention will be considered by Oxfordshire County Council.

Penalty notices

- Code of Practice - Issuing Penalty Notices for unauthorised absence from schools August 2024 (pdf format, 173 KB)
- Code of Practice - Issuing Penalty Notices for unauthorised absence from schools September 2022 (pdf format, 143 KB)
- Blanket holiday warning letter (docx format, 20KB)
- Penalty Notice FAQs for Parents (docx format, 94KB)
- Helping Parents understand Penalty Notice Fines for School Attendance (pdf format, 137KB)

Other Absences

Absence due to military posting

If a student leaves due to posting they are expected to attend their new school within 1 week of moving unless this coincides with school holidays. We have a duty to track students who leave us until they arrive in their new school and should there be a delay in starting a new school without a reason given, the Local Authority will need to be informed.

Traveller Absence

When Traveller families are travelling for occupational reasons, absence from school must be requested in the usual way. To help ensure continuity of education for Traveller children it is expected that the child should attend school elsewhere when their family is travelling and be dual registered at that school and at Watlington Primary School. Children from these groups whose families do not travel for occupational reasons are expected to attend as normal.

The County Attendance Team

Parents or children may wish to contact the County Attendance Team themselves to ask for help or information. They are independent of the school and will give impartial advice. Their telephone number is 01865 323513 attendance@oxfordshire.gov.uk

OCC Attendance team

https://www.oxfordshire.gov.uk/residents/schools/school/attendance

Children Missing Education

Children missing education (CME) are children of compulsory school age who are not registered pupils at a school and are not receiving suitable education otherwise than at a school. Children missing education are at significant risk of underachieving, being victims of harm, exploitation or radicalization, and becoming NEET (not in education, employment or training) later in life.

Why Children Miss Education

The most common reasons for children missing education include the following:

- Failing to be registered at a school at the age of 5
- Failing to make a successful transition between educational settings
- Exclusion
- Mid-year transfer between educational settings
- Families moving to a new area Children at Particular Risk of Missing Education

There are many reasons why a child may be missing from education, therefore the Local Authority will make a judgement on a case-by-case basis. The following list indicates pupils who are most at risk of missing education:

- Pupils at Risk of Harm or Neglect – where this is suspected, local child protection procedures will be followed; however, if a child is in immediate danger or at risk of harm, a referral should be made immediately to the Children's Social

Care/MASH and the police where appropriate as per the school's safeguarding procedures. The LA officers responsible for CME will check a referral has been made and will contact This policy is to be read in conjunction with the new Keeping Children Safe in Education (KCSIE) 2026 document. children's social care if this is not the case. Should there be a reason to suspect a crime has been committed or the child's safety is at risk, the LA will contact the police.

- Children of Gypsy, Roma and Traveller (GRT) Families – when a GRT student leaves the school without naming their next destination school, the school will contact the LA. If necessary, the school will consult the Attendance Team for advice on the best strategies to ensure minimal disruption to the GRT pupil's education.
- Children of Service Personnel – the school will contact the Ministry of Defence Children's Education Advisory Service for advice to ensure continuity of education for these children.
- Missing Children / Runaways – should the school suspect a child has gone missing or run away, an appropriate staff member will consult the Local Authority Safeguarding Team (and police if appropriate) for advice. –
- Children and Young People Supervised by the Youth Justice System – in this case, LA youth offending teams are responsible for supervising children (aged 10 to 18). Where a young person is registered at the school prior to custody, the school will keep the place open for their return.
- Where a pupil stops attending school and the reason for their absence is unknown, the school will immediately make reasonable enquiries to establish their whereabouts and circumstances. Where the school reasonably believes that the pupil will no longer attend and the parent has not provided written notification of another school or education otherwise than at school, the school will refer the pupil to the relevant Local Authority Children Missing Education team as soon as possible.
- Children of Migrant Families – there is an increased risk of a child missing education if they are part of a new migrant family who may not yet have settled into a fixed address, or may have arrived into an LA area without the authority becoming aware.

School Roles and Responsibilities

The school will:

- Enter a pupil's name on the admission register on the agreed starting day, from the beginning of the first session. Where a pupil fails to attend on the agreed starting day, the school will undertake reasonable enquiries to establish the pupil's whereabouts.
- The school will make the required return to the Local Authority whenever a pupil's name is added to or deleted from the admission register outside a standard transition point, in accordance with Regulation 13 of the School Attendance (Pupil Registration) (England) Regulations 2024. A new pupil return will be made within five days of the pupil being added to the register.
- Keep an accurate and up-to-date admissions register by encouraging parents / guardian / carers to inform them of any changes. This policy is to be read in conjunction with the new Keeping Children Safe in Education (KCSIE) 2026 document. The school will monitor students' attendance through our daily register.

- Where a pupil has not returned within 10 school days following a leave of absence, or has been continuously absent without authorisation for 20 school days, the pupil's name will only be deleted from the admission register where all of the requirements of Regulation 9 of the School Attendance (Pupil Registration) (England) Regulations 2024 have been met. This includes the school and Local Authority jointly making reasonable enquiries to establish the pupil's whereabouts and circumstances. Where the pupil has been located, the school and Local Authority must agree that there are no reasonable grounds to believe that the pupil will attend the school again before the pupil's name is deleted..
- Only delete a pupil's name from the admission register where one of the statutory grounds set out in Regulation 9 of the School Attendance (Pupil Registration) (England) Regulations 2024 applies and all relevant statutory requirements have been met..
- Arrange full-time education for suspended students from the sixth school day of a fixed term suspension.
- Provide information to the LA regarding standard transitions, if requested to do so by the LA.

Strategies for promoting attendance

- To ensure that our attendance expectations are shared during our open evenings, parent workshops and new teacher meetings.
- The school will report attendance periodically in newsletters and overall attendance will be displayed on our website.
- Including attendance expectations in our new starter packs and resending the policy to parents whenever it is updated.
- Schools will communicate high expectations for attendance clearly and consistently while recognising that barriers to attendance are often complex. Communication with families will be supportive, factual and focused on working together to improve attendance
- Schools will seek feedback from pupils and parents, particularly those experiencing barriers to attendance, and use this to inform attendance practice.

Rewarding Good Attendance

Schools may recognise and celebrate good and improving attendance where this is done sensitively, inclusively and without discriminating against pupils whose attendance is affected by disability, medical needs or circumstances outside their control. Recognition should include improvement and engagement rather than focusing solely on 100% attendance.

The school acknowledges good attendance in a number of ways:

- Class competition incentive with posters shared termly in classes.

Appendix A: Attendance Register Codes

Present Codes

Code	Name
/	Present AM
\	Present PM
L	Late (before registers closed) marked as present

Approved Educational Activity – Counted as present

Code	Name
B	Approved education activity as pupil being educated off site (NOT dual registration)
P	Approved educational activity as pupil is attending an approved sporting activity
V	Approved education activity as pupil is away on an educational visit or trip
W	Approved educational activity as pupil is attending work experience
K	Attending education provision arranged by the local authority

Authorised Absence Codes

Code	Name
C	Authorised absence as pupil is absent due to other authorised circumstances
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable
E	suspended or permanently excluded and no alternative provision has been made.
I	Illness (NOT appointments)
M	Authorised absence due to medical/dental appointments
R	Authorised absence due to religious observance
S	Authorised absence due to study leave
T	Authorised absence due to traveller absence
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution

Unauthorised Absence Codes

Code	Name
G	Unauthorised absence as pupil is on a family holiday, NOT agreed, or is taking days in excess of an agreed family holiday
N	Unauthorised absence as pupil missed sessions for a reason that has not yet been provided
O	Unauthorised absence as pupil missed sessions for an unauthorised absence not covered by any other code/description
U	Unauthorised absence as pupil arrived after registers closed

Not Counted in Attendance or Absence Figures

Code	Name
D	Dual registered (at another establishment - NOT counted in possible attendance
X	Not required to be in school - for non-compulsory school age children
Z	Pupil not yet on roll - not counted in possible attendances
#	Planned whole or partial school closure - NOT counted in possible attendances
Q	Unable to attend the school because of a lack of access arrangements
Y1	Unable to attend due to transport normally provided not being available
Y2	Unable to attend due to widespread disruption to travel
Y3	Unable to attend due to part of the school premises being closed
Y4	Unable to attend due to the whole school site being unexpectedly closed
Y5	Unable to attend as pupil is in criminal justice detention
Y6	Unable to attend in accordance with public health guidance or law
Y7	Unable to attend because of any other unavoidable cause