# Chalkhill Primary School
## Attendance Policy

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| **Statutory / Non-Statutory:** | **Non- Statutory** |
| **Ratified date:** | **15th July 2026** |
| **Next Review:** | **July 2027** |
| **Who reviewed this policy?** | **Attendance Link Governor & Learning and Safeguarding Committee** |

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**Inclusion Statement:**

*This policy has been developed to promote an inclusive school where every pupil is valued, supported and challenged to achieve their potential. In implementing this policy, the school will have due regard to the Equality Act 2010, the SEND Code of Practice, and its commitment to removing barriers to learning, participation and achievement for all pupil, including those with SEND, disadvantaged pupils and those with protected characteristics.*

## 1. Aims

We are committed to meeting our obligation with regards to school attendance, including those laid out in the Department for Education's (DfE's) statutory guidance on working together to improve school attendance (applies from 19 August 2024), through our whole-school culture and ethos that values good attendance, including:

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

school We will also promote and support punctuality in attending lessons.

## 2. Legislation and guidance

This policy is based on the Department for Education's (DfE's) statutory guidance on working together to improve school attendance (updated 19 August 2024) and school attendance parental responsibility measures. The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern school attendance:

- Part 6 of The Education Act 1996
- Part 3 of The Education Act 2002
- Part 7 of The Education and Inspections Act 2006
- The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, 2016 amendments)
- The School Attendance (Pupil Registration) (England) Regulations 2024
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013 and the 2024 amendment

It also refers to:

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

## 3. Roles and responsibilities

### 3.1 Expectations for attendance set out by Ofsted

When the inspectors visit, they will be looking at the school's efforts to improve attendance. Issues they will consider are:

- Where a school's attendance lies in comparison with the national average
- Use of data to improve attendance
- Whether attendance has improved as a result of actions taken by the school, including agreeing realistic targets with its local authority and meeting them
- Whether the school has been active in monitoring and promoting the attendance of different minority groups
- How attendance compares with schools in similar socio-economic circumstances
- Whether reductions in overall and persistent absence have been sustained
- The impact of systems put in place to help learners catch up following periods of nonattendance
- The support and measures a school has put in place for pupils and families who are unable to attend school

### 3.2 The governing board

The governing board is responsible for:

- Setting high expectations of all school leaders, staff, pupils and parents
- Making sure school leaders fulfil expectations and statutory duties, including:
    - Making sure the school records attendance accurately in the register, and shares the required information with the DfE and local authority
    - Making sure the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific pupils, where appropriate
- Promoting the importance of school attendance across the school's policies and ethos
- Making sure the school's attendance management processes are delivered effectively, and that consistent support is provided for pupils who need it most by prioritising staff and resources
- Making sure the school has high aspirations for all pupils, but adapts processes and support to pupils' individual needs
- Working with school leaders to set goals or areas of focus for attendance and providing support and challenge
- Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual pupils or cohorts who need it most
- Monitoring attendance figures for the whole school and repeatedly evaluating the effectiveness of the school's processes and improvement efforts to make sure they are meeting pupils needs
- Where the school is struggling with attendance, working with school leaders to develop a comprehensive action plan to improve attendance
- Making sure staff receive adequate training on attendance as part of the regular continued professional development offer, so that staff understand:
    - The importance of good attendance
    - The importance of being vigilant about poor attendance and the role this plays in safeguarding children
    - That absence is almost always a symptom of wider issues o The school's legal requirements for keeping registers
    - The school's strategies and procedures for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific pupils, where appropriate
- Making sure dedicated training is provided to staff with a specific attendance function in their role, including in interpreting and analysing attendance data
- Holding the headteacher to account for the implementation of this policy

The link governor for attendance - Michelle Anderson

### 3.3 The headteacher

The headteacher is responsible for:

- 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 fixed-penalty notices, where necessary

- 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

### 3.4 The senior leader for attendance

The senior lead for attendance is responsible for:

- Leading, championing and improving attendance across the school
- Setting a clear vision for improving and maintaining good attendance
- Evaluating and monitoring expectations and processes
- Having a strong grasp of absence data and oversight of absence data analysis
- Regularly monitoring and evaluating progress in attendance
- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff
- Building relationships with parents/carers to discuss and tackle attendance issues
- Liaising with pupils, parents/carers and external agencies, where needed
- Creating intervention reintegration plans in partnership with pupils and their parents/carers
- Examining the causes for poor attendance including extended leave of absence
- Delivering targeted intervention and support to pupils and families

The designated senior leader responsible for attendance is Ms Anthony and can be contacted via telephone on: 0208 9044 508 and by email: admin@chalkhill.brent.sch.uk

### 3.5 The attendance officer

The school attendance officer:

- Monitoring and analysing attendance data (see section 7)
- 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
- Working with Brent School attendance officer to tackle persistent absence
- Advising the Headteacher when to issue fixed-penalty notices

The attendance officer is Ms Anthony and can be contacted via and can be contacted via telephone on: 0208 9044 508 and by email: admin@chalkhill.brent.sch.uk

### 3.6 Class teachers

Class teachers are responsible for recording attendance daily, for morning and afternoon sessions, using the correct codes (see Appendix 1), and submitting this information to the school office. The register must be taken at the beginning of the morning and afternoon session.

### 3.7 School office staff

School office staff are expected to take calls from parents and carers about absence and record it on the school system.

- The school office sends regular updates about attendance to parents and carers
- The school office will also make contact with parents and carers when a child has not been registered and when no message or reason for absence has been provided by the parent or carer.
- Take calls from parents/carers about absence on a day-to-day basis and record it on the school system
- Transfer calls from parents/carers to the Headteacher or a member of the senior leadership team for attendance in order to provide them with more detailed support on attendance

### 3.8 Parents/carers

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

- All natural parents, whether they are married or not

- All those who have parental responsibility for a child or young person
- Those who have day-to-day responsibility for the child (i.e. lives with and looks after them)

**Parents/carers are expected to:**

- Make sure their child attends every day on time
- Call the school to report their child's absence before 9am on the day of the absence and each subsequent day of absence, and advise when they are expected to return
- Provide the school with at least 2emergency contact numbers (in additional to themselves) for their child
- Ensure that, where possible, appointments for their child are made outside of the school day
- Discuss with the school any concerns or barriers that they may have regarding their child's attendance
- Seek support, where necessary, for maintaining good attendance, by contacting Ms Anthony or a member of the safeguarding team, who can be contacted via telephone on: 0208 9044 508 and by email admin@chalkhill.brent.sch.uk

### 3.9 Pupils

Pupils are expected to:

- Attend school every day on time
- Attend every timetabled session on time

## 4. Recording attendance

### 4.1 Attendance register

We will keep an 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 at the beginning of 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 1 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 3 years after the date on which the entry was made. Pupils must arrive in school by 8.45am on each school day.

The register for the first session will be taken at 8.45am and will be kept open until 9.05. This is for all pupils from Nursery - Year 6. The register for the second session will be taken at 1.00pm (KS1) and 1.15pm (KS2) and will be kept open until 1:35pm; this is for pupils in Years 1-6. Pupils in the Nursery and Reception will have their afternoon register taken at 12:30pm where it will be kept open until 12.45pm, as pupils in these years groups have lunch from 11:30am-12:30pm.

### 4.2. Unplanned absence

The pupil's parent/carer must notify the school of the reason for absence on the first day of an unplanned absence by 9am or as soon as practically possible.

Parents / carers should provide this information by telephone or email the school:

T: 0208 9044 508 and by email admin@chalkhill.brent.sch.uk

We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness.

Where the absence is longer than 5 days, or there are doubts about the authenticity of the illness, the school will ask for medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily, however should a pupil have a pattern of repeated absences, for the same condition, the school will in the first instance recommend that the parent seek medical advice and provides evidence that they have done so.

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

If there is no explanation for an unplanned absence, it will be recorded as unauthorised.

### 4.3 Planned absence

We believe that pupils need to be in school to maximise learning and progress. However, we do understand that there are exceptional circumstances where a parent/carer may legitimately request leave of absence for a child to attend, for example, a family funeral or attending a medical or dental appointment. We expect parents/carers to make this request in advance for consideration by the Headteacher.

Parents / carers should email evidence of the appointment or show details to a member of the office team. However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

There are 14 weeks of official school holiday each year, therefore parents/carers must take their family holiday during official school holiday periods. **Requests for holiday leave during term time will not be authorised.** Pupils taken out of school for unauthorised leave during term time are at risk of losing their place in the school as well as receiving a Fixed Penalty Charge Notice.

Guidelines from the Department of Education state that Headteachers no longer have the discretion to approve absences in 'special circumstances'. The new rules introduced tougher criteria of 'exceptional circumstances', restricting it to absences for events such as funerals of family members. The Education (Pupil Registration) (England) Regulations 2013 have removed all references to family holidays.

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

You may then be invited to a meeting at the school to discuss the matter. The final decision will be made by the Headteacher. Parents should not under any circumstances make travel arrangements during term time without discussing it with the school first. Parents of children taken out of school for unauthorised leave during term time will be issued with an Education Penalty Notice (£160 per parent, per child; reduced to £80 per parent, per child if paid within 21 days of issue date) and may also risk the child losing their school place. The school has the full support of its Governors and the Local Authority in this matter with the Headteacher's decision being final with no right of appeal.

### 4.4 Lateness and poor punctuality

It is important that pupils are punctual for school every day as this promotes discipline and responsibility. It also enables pupils to maximize upon their learning, reduces disruption for others and boosts academic performance, as pupils are not missing crucial teacher input.

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

If a child is frequently late for registration, then a meeting between school and the parents / carers will be requested. If lateness continues then a meeting between the Brent School Attendance Officer ) and the parents / carers will be arranged.

### 4.5 Following up absence

Where any child we expect to attend school does not attend, or stops attending, the school will:

- Text sent to the parent / carer asking to contact school with a reason given for the absence

- If no message has been received by 10am, call the pupil's parent/carer 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 contact police, carry out a home visit, contact the Brent School Attendance Officer
- 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
- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer
- Where relevant, report the unexplained absence to the pupil's youth offending team 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
- Ensure proper safeguarding action is taken where necessary. Procedures are detailed in the school Safeguarding and Child Protection Policy and Procedures.
- Where support is not appropriate, not successful, or not engaged with: [issue a notice to improve, penalty notice or other legal intervention (see section 5.2 below), as appropriate]

### 4.6 Reporting to parents

The school reports a child's attendance record in their end of year report.

## 5. Authorised and unauthorised absence

Attendance below 90% is considered by the Department of Education (DfE) as persistent absenteeism. Therefore, if a child's attendance falls below 90% or absence is unauthorised parents will be asked to visit the school to discuss the absence. In cases of persistent absence when the pupils' attendance falls considerably below the National expectation of 96% the school reserves the right to inform the Local Authority (LA) support services who will meet with the parent/carer to ensure they are fully aware of the seriousness of the situation.

The Governing Body, supported by the LA, reserve the right to consider taking legal action against parents/carers whose attendance falls considerably below the National expectation of 96%

### 5.1. Approval for term-time absence

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

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

- Taking part in a regulated performance, or regulated employment abroad
- Attending an interview
- Study leave
- 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.

The headteacher will only grant a leave of absence to pupils during term time if they consider there to be 'exceptional circumstances'.
We define 'exceptional circumstances' as being of unique and significant emotional, educational or spiritual value to the child which outweighs the loss of learning time.

Leave of absence will not be granted for a pupil to take part in protest activity during school hours.

As a leave of absence will only be granted in exceptional circumstances, it is unlikely a leave of absence will be granted for the purposes of a family holiday.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances, previous attendance figures and other relevant contextual information behind the request. While decisions will be made on a case by case basis, requests will normally be refused.

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

Valid reasons for **authorised absence** include (but are not limited to):

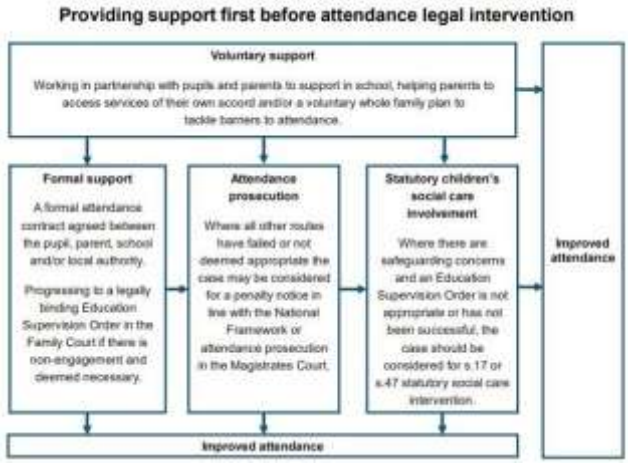
- Illness (including mental-health illness) and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parent(s) belong(s). If necessary, the school will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

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

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

### 5.2 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. The school will always seek to support families to improve their attendance and will apply the following support approaches, highlighted in the chart below:




*Chapter 6- Working together to improve school attendance*

**Penalty notices**

The Local Authority 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

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.

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). These penalty notices are not included in the National Framework, not subject to the same considerations about support being provided, and do not count towards the limit as part of the escalation process.

In these cases, the parent must pay £80 within 21 days, or £160.

**Notices to improve**

If the attendance 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 under8section 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

**5.3 Reducing persistent absence**

Each child's attendance record will be monitored weekly by examining the register for authorised / unauthorised absence. Actions will then be taken as follows:

- After 3 separate periods of absence in a 6 week time frame – the school, in conjunction with the EWO, will contact the parent / carer who will be informed of their child's overall attendance record and asked to discuss the reasons. However, the school may also contact a parent/carer should a child have missed a number of sessions in a week to have a conversation as to the reasons for the absences, if a parent or carer has not informed the school already.
- If attendance falls below 95% an Attendance Concern Letter 1 is sent to parents / carers (see Appendix 2)
- If attendance does not improve then an Attendance Concern Letter 2 is sent to parents / carers inviting them to a meeting (see Appendix 2). Attendance meetings with parents/carers may involve the EWO, Head Teacher or member of the senior leadership team. In the meeting an improvement plan will be put in place, and the consequences and processes applied if attendance does not improve, will be explained to the parent. This meeting will allow the parent to give explanations as to why their child's attendance is poor and agree a support package for the family.
- If attendance does not improve following this, then an Attendance Letter will be sent advising parents / carers that a referral to the EWO is being made
- Pupils removed from the school by the parent / carer, without notification of the name and address of the new school, will be immediately referred to the EWO.

Persistent non-attendance cases are opened when a child's attendance is 90% or under during that current academic year. In cases of persistent non-attendance, the school will refer the case to the EWO. Parents /carers of pupils in this category will be informed of the consequences for them and their child, which could result in legal proceedings, should attendance not improve.

### 5.4 Pupils absent due to complex barriers to attendance and Regular Pupil Sickness

If a child is regularly absent due to sickness, a parent will be invited to school to discuss their child's absences. This discussion may include other professionals including the school nurse or Brent School Attendance Officer. When a child is regularly absent due to illness, the school may request a parent provide medical details from their GP before continuing to authorise further absences. The school will always try to support families.

### 5.5 Pupils absent due to mental or physical ill health or Send

We have high expectations of attendance for pupils with SEND and there should be no reason why pupils with SEND have different levels of attendance. Pupils with SEND may require a higher proportion of medical appointments because of their particular needs. As for all other pupils, parents should be encouraged to make appointments out of school time whenever possible. Pupils with An Education, Health and Care Plan (EHCP) will have this reviewed annually and attendance will be considered as an important part of the review process.

Where a pupil has an Education, Health and Care Plan (EHCP) 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 SEND department.

### 5.6. Safeguarding

If a child is absent for a long period of time it is imperative that parents/carers keep the school informed at all times. If parents/carers decide to leave the school, they are required to complete the school's 'Leaver Form for Parents' which will include details of the new school and new address.

The school must be able to demonstrate to Ofsted that it knows the whereabouts of each child and the reason for their absence. It is very important for the Local Authority to be able to track children if they are not attending school and, in some cases, for schools to make a referral to Social Care.

If a family is moving house, parents/carers are required to inform the school immediately with the name of the new school that the child will be attending. If parents/carers do not have this information at the time, they are required to leave a forwarding address and telephone number.

In line with Section 436A of the Education Act 1996 (added by section 4 of the Education and Inspections Act 2006), children who leave the school, and their whereabouts are unknown, will be referred to the Education Welfare Service. Their details may be entered on the Brent 'Children Missing from Education Database' particularly if the child's whereabouts cannot be located.

If the school is concerned about a child's attendance record, the school or Local Authority official will conduct a home visit, even if a reason has been provided for absence. This is an important safeguarding measure to preserve the wellbeing and education of children. Such visits may be announced or unannounced.

## 6. Strategies for promoting attendance

The governors, Headteacher, senior lead for attendance and staff will use all possible opportunities to promote the importance of good attendance and punctuality. These include the home / school agreement, newsletters that celebrate class attendance, rewards and incentives for good attendance.

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

When a pupils has been absent from school for a long period of time, we recognise that a return to school can present challenges amounting from changes to friendship groups, missed academic content, as well as feelings of anxiety around a return. The school will seek to support any pupils to reintegrate by working with them and their family on a return to school plan. This could include a phased return, an amended or reduced timetable, a key point of contact to monitor the return e.g. the Well-being Lead and liaise with the pupil and their family with regards to any support, which may be relevant. Timescales and points of review will be outlined at the start of the process.

As soon as parents have informed the school of the expected date of return:

- The class teacher and the Well-being team will be informed

- Headteacher or the attendance officer will meet or talk with the parents (and pupil if appropriate) in advance of the first day to discuss expectations, reasonable adjustments and to offer any support that may be necessary for transition purposes.

# 8. Attendance monitoring

### 8.1 Monitoring attendance

The school will monitor attendance and absence data (including punctuality) weekly, half-termly, termly and yearly across the school and at an individual pupil, year group and cohort level. Specific pupil information will be shared with the DfE on request. The school has granted the DfE access to its management information system so the data can be accessed regularly and securely.

Data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics.

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

### 8.2 Analysing attendance

The school will:

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

### 8.3 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 regular attendance reports to class teachers and governors and other school leaders, to facilitate discussions with pupils and families
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies
- Use the data to support families where attendance is at risk of falling below 90%
- 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 severed absence, and their families (see section 8.4 below)
- 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

### 8.4 Reducing persistent and severe absence

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

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Hold regular meetings with the parents/carers of pupils who the school (and/or local authority) considers to be vulnerable, or at risk of persistent or severe absence, or who are persistently or severely absent, to:
    - Discuss attendance and engagement at school
    - Listen, and understand barriers to attendance
    - Explain the help that is available
    - Explain the potential consequences of, and sanctions for, persistent and severe absence

- Review any existing actions or interventions
- Provide access to wider support services to remove the barriers to attendance in conjunction with the local authority, where relevant
- Consider alternative support that could be put in place to remove any barriers to attendance and reengage these pupils. In doing so, the school will sensitively consider some of the reasons for absence

- Implement sanctions, where necessary
- Consider alternative support as part of the school safeguarding team

## 9. Monitoring arrangements

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

## 10. Links with other policies

This policy links to the following policies:

- Safeguarding and Child Protection Policy and Procedures
- Behaviour policy

### Appendix 1: attendance codes

The following codes are taken from the DfE's guidance on school attendance.

| Code | Definition | Scenario |
|---|---|---|
| / | Present (am) | Pupil is present at morning registration |
| \ | Present (pm) | Pupil is present at afternoon registration |
| **L** | Late arrival | Pupil arrives late before register has closed |
| **B** | Off-site educational activity | Pupil is at a supervised off-site educational activity approved by the school |
| **D** | Dual registered | Pupil is attending a session at another setting where they are also registered |
| **J** | Interview | Pupil has an interview with a prospective employer/educational establishment |
| **P** | Sporting activity | Pupil is participating in a supervised sporting activity approved by the school |

| | | |
|---|---|---|
| **V** | Educational trip or visit | Pupil is on an educational visit/trip organised, or approved, by the school |
| **W** | Work experience | Pupil is on a work experience placement |

| Code | Definition | Scenario |
|---|---|---|
| **Authorised absence** | | |
| **C** | Authorised leave of absence | Pupil has been granted a leave of absence due to exceptional circumstances |
| **E** | Excluded | Pupil has been excluded but no alternative provision has been made |
| **H** | Authorised holiday | Pupil has been allowed to go on holiday due to exceptional circumstances |
| **I** | Illness | School has been notified that a pupil will be absent due to illness |
| **J** | Interview | Pupil attending an interview at another school |
| **M** | Medical/dental appointment | Pupil is at a medical or dental appointment |
| **R** | Religious observance | Pupil is taking part in a day of religious observance |
| **S** | Study leave | Year 11 pupil is on study leave during their public examinations |
| **T** | Gypsy, Roma and Traveller absence | Pupil from a Traveller community is travelling, as agreed with the school |
| **Unauthorised absence** | | |
| **G** | Unauthorised holiday | Pupil is on a holiday that was not approved by the school |

| | | |
|---|---|---|
| **N** | Reason not provided | Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time) |
| **O** | Unauthorised absence | School is not satisfied with reason for pupil's absence |
| **U** | Arrival after registration | Pupil arrived at school after the register closed |

| Code | Definition | Scenario |
|---|---|---|
| **X** | Not required to be in school | Pupil of non-compulsory school age is not required to attend |
| **Y** | Unable to attend due to exceptional circumstances | School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody |
| **Z** | Pupil not on admission register | Register set up but pupil has not yet joined the school |
| **#** | Planned school closure | Whole or partial school closure due to half term/bank holiday/INSET day |

## Appendix 2: attendance concern letters

**ATTENDANCE CONCERN LETTER 1**

Current Attendance: (Attendance Percentage)

Times recorded late to School: (IF Applicable)

At Chalkhill Primary School we are committed to providing a high-quality education to all of our students. Regular attendance is extremely important, as missing school can have a detrimental effect on learning.

<forename’s> attendance has fallen below 95%, which is a cause for concern. As a result, Sandra Louison , the school’s attendance officefr, will be monitoring <forename's> attendance very closely in the future. I have attached a copy of <forename’s> attendance record for your attention.

Regular attendance is a legal requirement. It is vital for children to maximise their learning and achievement at school, and as a school we want to work with parents and carers to improve their child’s attendance.

As <forename’s> attendance is below 95%, medical evidence will be required to support any future absences. This can either be a doctor’s letter, a copy of a prescription for medicine, or the prescribed medicine packaging itself.

We have an expectation that once we have notified a parent about our concerns, they will ensure that their child’s attendance improves. If a student continues to have poor attendance, we will discuss this with our link Brent School Attedance Officer.

Yours sincerely

Headteacher

**ATTENDANCE CONCERN LETTER 2**

Current Attendance: (Attendance Percentage)

Times recorded late to School: (IF Applicable)

I have monitored your child <forename's> attendance closely since I last wrote to you and am writing to express my continued concerns over <forename's> attendance to school. I have monitored <his/her> attendance closely from <date> to <date>. Despite continued efforts from the school, [First_Name]'s [attendance OR attendance and punctuality] have not improved.

In view of this, a meeting has been arranged as detailed below to discuss<forename's> attendance to school with you. I enclose a detailed attendance record for your information as it will form part of the discussion during the meeting.

Date of Meeting: <date>

Time of Meeting: <time>

Location of Meeting: Chalkhill Primary School

If this time is not convenient, please contact the school office as soon as possible to arrange a more convenient time. As you are aware from my previous letter, we now require medical evidence to support any future absences. This can be either a doctor's letter, a copy of a prescription, or the prescribed medicine packaging itself.

I must again remind you of your legal duties. By law you have a responsibility to ensure your child attends school regularly and on time. If a sustained improvement is not achieved, the school will need to refer your child to our link Brent School Attendance Officer, Sandra Louison.

We look forward to meeting with you to discuss how we can work together to improve <forename's> attendance to school.

Yours sincerely

Headteacher

**ATTENDANCE LETTER 3 – NO IMPROVEMENT**

Following the meeting with <names & job titles of staff at the meeting>, at the school on < date of meeting>, the school have been closely monitoring <forename's> attendance to school. Unfortunately <forename> was absent again on <add all dates> and his/her attendance has deteriorated further to <attendance percentage>.

As you are aware, Section 7 of the Education Act 1996, states that it is your duty as the parent of <forename> to ensure <he or she> receives a full-time education suitable to age, ability and aptitude, either by regular attendance to Malorees Infant & Junior School or otherwise. The school is not aware that you are making any alternative educational provision for <forename>, nor of any other lawful reason why <forename> is not attending school regularly.

It is a criminal offence under Section 7 of the 1996 Act to fail to secure the regular attendance at school of a child who is a registered pupil at the school. I therefore write to advise you the school have exhausted internal strategies to improve <forename's attendance>, and will be making a referral to Brent School Attendance Officer for their involvement.

Should you wish to discuss the matter further, please do not hesitate to contact me.

Yours sincerely

Headteacher