

Mill Green School

ATTENDANCE POLICY

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Introduction

Article 28 of the United Nations Charter on the Rights of the Child states that all children have the right to an education. This policy sets out the procedures to be undertaken in supporting young people in achieving the highest levels of attendance at Mill Green School.

Mill Green School is committed to providing all pupils with an appropriate and effective education in a safe and happy environment.

Each child is welcomed, valued and respected and encouraged to respect themselves and others. We aim to empower all children to gain the essential skills both academic and social that will equip them for life.

We believe that education is essential for all. To achieve their full potential children, need to attend regularly and punctually. Non-attendance at school for any reason is an important issue that must be treated promptly and seriously. In all cases of non-attendance, it is essential that early action is taken.

The Governors, Headteacher, Senior Leadership team and staff acknowledge that there is a strong correlation between high attendance pupil progress. Mill Green is committed to meeting our obligations 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, (September 2026) through our whole-school culture and ethos which values good attendance, including:

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

This policy should be read and understood alongside the following School and Local Authority policies (adopted), as well as national statutory documentation and guidance:

- Mill Green School Vision and Values Statement
- St Helens Policy for Special Educational Needs 2017
- The United Nations Convention on the Rights of the Child 1989

Legislation and Guidance

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

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

It also refers to:

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

Roles and Responsibilities

The Governing Body

The Governing Body is responsible for:

- Setting high expectations of all school leaders, staff, young people 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 young people, where appropriate
- Recognising and promoting the importance of school attendance across the school's policies and ethos
- Making sure the school's attendance management processes are delivered effectively, and that consistent support is provided for young people who need it most by prioritising staff and resources
- Making sure the school has high aspirations for all young people, but adapts processes and support to young people' individual needs
- Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual young people or cohorts who need it most

- Working with school leaders to set goals or areas of focus for attendance and providing support and challenge
- Monitoring attendance figures for the whole school and repeatedly evaluating the effectiveness of the school's processes and improvement efforts to make sure they are meeting young people needs
- Where the school is struggling with attendance, working with school leaders to develop a comprehensive action plan to improve attendance
- Making sure all staff receive adequate training on attendance as part of the regular continued professional development offer, so that staff understand:
    - The importance of good attendance
    - That absence is almost always a symptom of wider issues
    - The school's legal requirements for keeping registers
    - The school's strategies and procedures for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific young people, 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 Headteacher

The Headteacher is responsible for:

- The implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual young people
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary, and/or authorising the Deputy Headteacher(s) to be able to do so.
- Working with the parents/carers 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 (this applies to all young people at Mill Green School).
- Communicating the school's high expectations for attendance and punctuality regularly to young people and parents through all available channels
- Sharing information from the school register with the local authority, including:
    - Notifying the local authority when a pupil's name is added to or deleted from the school admission register outside of standard transition times
    - Providing the local authority with the details of pupils who fail to attend school regularly, or who have been marked with an unauthorised absence for a continuous period of 10 school days
    - Providing the local authority with the details of pupils who the school believes will miss 15 days consecutively or cumulatively because of sickness

Deputy Headteachers, Pastoral Manager and Key Stage Managers responsible for attendance

Our Deputy Headteachers (KS4/5), Pastoral Manager and Key Stage Managers (KS4/5) are 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
- Liaising with young people, parents/carers and external agencies, where needed
- Building close and productive relationships with parents to discuss and tackle attendance issues
- Creating intervention or reintegration plans in partnership with young people and their parents/carers
- Delivering targeted intervention and support to young people and families
- Communicating with the local authority when a young person with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the young person's need

The Education Welfare and Attendance Officer

The school attendance officer is responsible for:

- Monitoring and analysing attendance data
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the Key Stage Manager and Deputy Headteacher responsible for attendance, and the headteacher
- Working with St Helens Borough Council officers to tackle persistent absence
- Advising the headteacher when to issue fixed-penalty notices

The Education Welfare and Attendance Officer is a commissioned service. Our EWAO is Dave Taylor who can be contacted via 01744 678760 or dave.taylor@millgreen.org.uk

Pastoral Learning Mentors

- Liaising with young people, parents/carers and external agencies, where needed
- Building close and productive relationships with young people and parents to discuss and tackle attendance issues
- Delivering targeted intervention and support to young people and their families

Form Tutors

Form Tutors and Teaching Assistants are responsible for recording attendance for both morning and afternoon sessions on a daily basis, using the correct codes (see Appendix 1), and submitting this information to the school office by 9:30 AM and 1:45 PM. This information is recorded on our School MIS, Arbor.

School Office Staff

School Office staff will:

- Take calls from parents/carers about absence on a day-to-day basis and record it on the school system
- Retrieve answer phone messages from the pupil absence voicemail
- Make calls and/or use Class Dojo contact to parents/carers regarding un-reported/unexplained absence on the day of the absence.
- Transfer calls from parents/carers to the appropriate middle / senior leader, in order to provide them with more detailed support on attendance

Parents

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

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

Parents are expected to:

- Make sure their child attends every day, on time (not including school transport issues)
- Contact the school via telephone or Class Dojo to report their child's absence before 9:00 AM on the day of the absence and advise when they are expected to return
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day
- Seek support, where necessary, for maintaining good attendance, by contacting the school

Young People

Where young people are independent travellers and appropriate to their pathway and cohort, they are expected to:

- Attend school and every timetabled session, on time.

Recording Attendance

Attendance register

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

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark, using the appropriate national attendance and absence codes from the School Attendance (Young person Registration) (England) Regulations 2024, whether every young person 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 young person is attending an approved educational activity
- The nature of circumstances, where a young person is unable to attend due to exceptional circumstances

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

The school day starts at 8:55am and ends at 3:10pm.

Young people must arrive in school by 9:05am on each school day.

The register for the first session will be taken at 9:00am and will be kept open until 9:30 am. The register for the second session will be taken at 1:30pm and will be kept open until 1:45pm.

Unplanned absence

The young person's parent must notify the school of the reason for the absence on the first day of an unplanned absence by 9:00am or as soon as practically possible, by calling the school office staff, who can be contacted via 01744 678760, at millgreen@millgreen.org.uk or via ClassDojo.

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

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.

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.

Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the young person's parent notifies the school in advance of the appointment.

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

The young person's parent must also apply for other types of term-time absence as far in advance as possible of the requested absence.

Lateness and punctuality

A young person 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

Where there are concerns around persistent lateness and punctuality, parents will be contacted and invited to meet to look at any additional support that is required.

Following up unexplained absence

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

- Call the young person's parent on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the young person's emergency contacts, the school may contact other services involved with the young person e.g. Social Care or the police.
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session(s) for which the young person was absent
- Call the parent on each day that the absence continues without explanation, to make sure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving the education welfare officer or local authority.
- Where relevant, report the unexplained absence to the young person's youth offending team officer
- Where appropriate, offer support to the young person and/or their parents to improve attendance
- Identify whether the young person needs support from wider partners, as quickly as possible, and make the necessary referrals
- Where support is not appropriate, not successful, or not engaged with, issue a notice to improve, penalty notice or other legal intervention as appropriate

Reporting to parents

The school will regularly inform parents (see definition of 'parent', as used in this policy above) about their child's attendance and absence levels. This will be on a termly basis.

Authorised and unauthorised absence

Approval for term-time absence

The headteacher will allow young people 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 young person 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 young person is authorised to be absent for.

Examples of exceptional circumstances where leave may be granted during term time are as follows:

- If a parent is service personnel and is returning from a tour of duty abroad where it is evidenced the individual will not be in receipt of any leave in the near future that coincides with school holidays.
- Where an absence from school is recommended by a health professional as part of a parent or child's rehabilitation from a medical or emotional issue.
- The death or terminal illness of a close relative, only if Headteacher is satisfied that the circumstances are truly exceptional;
- Out of school programmes such as music, arts or sport operating at a high standard of achievement. Documentary evidence of this event will be required.
- Religious observance – The Education Act 1996 S444(3) (c), states ''on any day exclusively set apart for religious observance by the religious body to which his/her parent belongs'';
- To attend a wedding or funeral of a close relative if the Headteacher is satisfied that the circumstances are truly exceptional
- Any other rare or unexpected circumstances which are unlikely to re-occur.

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, considering the specific facts, circumstances and relevant background context behind the request.

When considering exceptional term time leave requests, the following factors may help the school to reach a decision:

- Time of the academic year when the leave has been requested
- Duration of the absence – number of school days being missed
- The child's current attendance and punctuality rate
- Exceptional Term time leave requested/taken in previous academic years for a similar purpose
- Whether parent/carers have considered limiting the amount of time the child would be absent from school e.g. wrapping around school holiday
- Have alternative care arrangements been considered by the parent/carer to limit the time away from school
- Impact on any interventions, assessments or referrals being undertaken with the child or family e.g. family support, social care assessments, CAMHS, SEND
- The impact that the absence will have on the child.
- Whether it falls within any national tests or exams

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

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

- Illness (including mental-health illness) and medical/dental appointments
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the young person'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 young person is attending educational provision
- If the young person is currently suspended or excluded from school (and no alternative provision has been made)

Other reasons the school may allow a young person 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 young person is also registered (dual registration)
- Attending provision arranged by the local authority
- Attending work experience
- If there is any other unavoidable cause for the young person 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

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

Celebrating Positive Attendance

We will consistently work towards a goal of 100% attendance for all children and celebrate this in assemblies and at rewards events, with all young people being recognised for this super achievement each half term. We also celebrate our young people who have above 92% attendance, which is above the national average for Special Schools attendance and our school target.

We also recognise that some young people cannot achieve 100% attendance and we understand this, particularly when families communicate with us effectively and share information. We always celebrate attendance based on individual circumstances, giving improvement in attendance the recognition it deserves, where a young person has made a considerable progress in improving their percentage of attendance.

Our termly attendance categories are as follows:

Platinum Award	Outstanding	100%
Gold Award	Excellent	98.5% – 99.9%
Silver Award	Good	95% – 98.4%
Bronze Award	Satisfactory but needs to improve	92% - 94.9%
Attendance Concern	Concerning	Less than 92%

Our attendance rewards are as follows:

- Individual Reward for Full Term Platinum and Gold Attendance (95%-99.9%) - certificates will be awarded to these young people in a celebration of their attendance. These young people will be entered into the termly prize draw for their appropriate Key Stage.
- Individual Reward for Whole Year Platinum - all children who achieve 100% attendance for the full year will be awarded a certificate and will be entered into the end of year prize draw for their appropriate Key Stage.

Supporting young people with poor attendance.

Mill Green School make use of the full range of support and 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.

Attendance Plan & Contract

We use attendance plans (Appendix 2) as a form of attendance support. These are child- centered, and focus on reflection and supportive strategies to encourage young people to improve their attendance.

Attendance contracts are formal written agreements between parents/carers, young people where appropriate, and Mill Green School to address irregular attendance at school. An attendance contract is not legally binding, but it provides a more formal route where previous support has not worked or would not have been appropriate.

Parents cannot be compelled to enter an attendance contract, and the school cannot agree an attendance contract in a parent's absence.

Where an attendance contract would be an appropriate form of support, the school will arrange a meeting with the parent (and pupil if they are old enough to understand) to discuss how we can work in partnership to improve the pupil's attendance.

Where parents fail to comply with an agreed attendance contract, the school may seek an alternative course of action. In the first instance, this will include discussions with the parents to seek explanations and determine whether the attendance contract remains useful. Where there is further non-compliance following these discussions, the school may take further action.

Education supervision order

In cases where voluntary early help plans and attendance contracts have been unsuccessful, we may work with the local authority to issue an education supervision order. If an education supervision order is considered, the local authority will inform the parent(s) in writing and will set up a meeting.

An education supervision order is a formal intervention but not criminal prosecution.

An education supervision order initially lasts for 1 year, but it can be extended within the last 3 months for a period of up to 3 years at a time.

In cases where parents persistently fail to meet the directions given under the education supervision order, they may be liable to a fine of up to £1,000 upon conviction.

Notices to improve

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

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

They will include:

- Details of the young person's attendance record and of the offences

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

Penalty notices

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

Where a young person is of compulsory school are and who is a registered pupil at Mill Green School fails to attend regularly the school may request a Fixed Penalty Notice be issued by St Helens Borough Council.

Before requesting that a penalty notice be issued, 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 young person
- Whether further support, a notice to improve or another legal intervention would be a more appropriate solution
- Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate

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

Each parent who is liable for the young person'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 young person, 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.

Suspensions and Exclusions

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 £60 within 21 days, or £120.

Supporting pupils who are absent or returning to school

If the school becomes aware of barriers that relate to the pupil's needs, we will inform the local authority, wither via their SEND Case worker, Attendance Team or TESSA.

Parents should consult the NHS guidance **Is my child too ill for school?** when deciding whether to keep their child home due to illness. We will share this guidance with parents, and provide support in understanding it, in order to promote school attendance wherever appropriate.

Mill Green School employs a Pastoral Manager and Pastoral Learning Mentors to work directly with families of children who have extended time out of school due to ill health, or who face other, complex barrier to their attendance. As and when appropriate, the Pastoral Team will liaise with staff and parents/carers to provide appropriate learning materials for students who have been away from school for long periods of time.

If medical needs can be addressed by training for staff to help aid the student's transition back into school, this training will be provided at the earliest opportunity and all support will be put in place for the student to access school as safely as possible, enabling them to return to the enriching environment the school has to offer as quickly as possible. We also take a multi-disciplinary approach to supporting young people with complex medical conditions to return to school, including looking at any additional support they may require when in school.

In cases of prolonged absence, or when a child is absent without notification, we will attempt to contact the child's parents and alternative emergency contacts.

When deciding whether a child's absence should be considered prolonged, we will consider the:

- Patterns and trends in the child's absences and their personal circumstances
- Vulnerability of the child and their parents, as well as the circumstances of their home life

We will also implement our safeguarding procedures in line with our Child Protection and Safeguarding Policy and refer any concerns to local children's social care and/or request a police welfare check.

Part-Time Timetables

All young people of compulsory school age are entitled to a full-time education. In very exceptional circumstances, where it is in a young person's best interests, there may be a need for a temporary part-time timetable to meet their individual needs. For example, where a medical condition prevents the young person from attending full-time education and a part-time timetable is considered as part of a re-integration package for a short period of time only.

A part-time timetable must only be in place for the shortest time necessary and not be treated as a long-term solution. These must be agreed by the school, Local Authority and Parents in the form of a **Not in Receipt of Full Time Education** (NIROFTE) agreement. These will have a time limit by which point the young person is expected to attend full-time, either at school or alternative provision. Formal arrangements are put in place for regularly reviewing it (weekly) with the young person and their parents. In agreeing to a part-time timetable, a school has agreed to the young person being absent from school for part of the week or day and therefore will treat such absence as authorised.

Change of Address and other Contact Details

Parents / carers must inform the school immediately if they, or the named emergency contacts have a change of address, phone number or email address. In case of emergency we must be able to contact the parents, carers or a third named person. Parents/carers must provide this information when they first register their child, and keep information including telephone numbers up to date.

Attendance Monitoring

Monitoring attendance

The school will monitor attendance and absence data (including punctuality) half-termly, termly and yearly across the school and at an individual young person, year group and cohort level.

Specific young person 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.

Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify young people, groups or cohorts that need additional support with their attendance, and
- Identify young people whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence
- Conduct thorough analysis of half-termly, termly, and full-year data to identify patterns and trends
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

Using data to improve attendance

The school will:

- Develop targeted actions to address patterns of absence (of all severities) of individual young people, groups or cohorts that it has identified via data analysis
- Provide targeted support to the young people it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severed absence, and their families
- Provide regular attendance reports to form teachers, to facilitate discussions with young people and families, and to the governing body and school leaders
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies
- Share information and work collaboratively with other schools in the area, local authorities and other partners where a young person’s absence is at risk of becoming persistent or severe, including keeping them informed regarding specific young people, where appropriate

Reducing persistent and severe absence

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

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education
- Hold regular meetings with the parents of young people who the school (and/or local authority) considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:
    - Discuss attendance and engagement at school
    - Listen, and understand barriers to attendance
    - Explain the help that is available
    - Explain the potential consequences of, and sanctions for, persistent and severe absence
    - Review any existing actions or interventions
- Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant
- Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these young people. In doing so, the school will sensitively consider some of the reasons for absence
- Implement sanctions, where necessary

Monitoring Arrangements

This policy will be reviewed as guidance from the local authority and/or DfE is updated, and as a minimum on an annual basis by the Headteacher, Sean Lenahan. At every review, the policy will be approved by the full governing body.

Appendix 1: Attendance Codes

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

Code	Definition	Scenario
/	Present (am)	Young person is present at morning registration
\	Present (pm)	Young person is present at afternoon registration
L	Late arrival	Young person arrives late before register has closed
Attending a place other than the school		
K	Attending education provision arranged by the local authority	Young person is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Young person is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Young person is participating in a supervised sporting activity approved by the school
W	Attending work experience	Young person is on an approved work experience placement
B	Attending any other approved educational activity	Young person is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Young person is attending a session at another setting where they are also registered
Absent – Leave of Absence		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Young person is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Young person is at a medical or dental appointment
J1	Interview	Young person has an interview with a prospective employer/educational establishment
S	Study leave	Young person has been granted leave of absence to study for a public examination
X	Not required to be in school	Young person of non-compulsory school age is not required to attend
C2	Part-time timetable	Young person is not in school due to having a part-time timetable
C	Exceptional circumstances	Young person has been granted a leave of absence due to exceptional circumstances
Absent – other authorised reasons		
T	Parent travelling for occupational purposes	Young person is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Young person is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Young person is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Young person has been suspended or excluded from school and no alternative provision has been made

Absent – unable to attend school because of unavoidable cause		
Q	Lack of access arrangements	Young person is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Young person is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Young person is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of school premises closed	Young person is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole school site unexpectedly closed	Every young person absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Young person is unable to attend as they are: • In police detention • Remanded to youth detention, awaiting trial or sentencing, or Detained under a sentence of detention
Y6	Public health guidance or law	Young person's travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
Absent – unauthorised absence		
G	Holiday not granted by the school	Young person is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes
O	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
U	Arrived in school after registration closed	Young person has arrived late, after the register has closed but before the end of session
Administrative codes		
Z	Prospective young person not on admission register	Young person has not joined school yet but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays

School Attendance Plan

Name:	
Date of Birth:	

How many days of school do you think you have missed so far since the last school holiday? _____

What do you think your overall attendance percentage is *(the percent of days you HAVE attended school this term)*? _____

Do you **think** you come to school **more** or **less** often than most of the other young people in school?

More Often ☐ Less Than ☐

My School Attendance Information

I have been to school for _____ days out of_____

So, I have missed _____ number of days so far since the last school holiday

My overall attendance percentage is _____%

My school's average attendance percentage is _____%

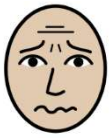
Do you come to school **more** or **less** often than most of the other young people at school?

More Often ☐ Less Often ☐

Now that I have seen the information about how many times I have come to school and know how me being in school, how this can affect my success in school;



I am happy with my attendance ☐



I am bit worried about my attendance ☐

The biggest things that make it difficult for me to get to school some days are (this might be:- transport, live too far away, problems at home, can't get up):

Things that make it difficult	Things that might make it better

I am going to improve my school attendance by:

1.

2.

3.

My target attendance after the next holiday is ____% . School can help and support me with this by (list support options):

1.

2.

3.

If I reach my target figure my reward will be:

Signed:_____(Young Person)
Print_____

Signed_____(Staff)

Print_____

To be reviewed_____(Date)

Review / Evaluation
Date _____

Plan Effective? Yes / No

Adjustments Necessary? Yes / No

Continued Monitoring Required? Yes / No

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