

# Attendance Policy



Northcote Primary School

**Approved by:** H Harris

**Date:** 26/09/2024

**Last reviewed on:** September 2025

**Next review due by:** September 2026

## Contents

1. Aims .....	3
2. Legislation and guidance .....	3
3. Roles and responsibilities .....	3
4. Recording attendance .....	6
5. Authorised and unauthorised absence .....	9
6. Strategies for promoting attendance .....	12
7. Supporting pupils who are absent or returning to school .....	14
8. Attendance monitoring.....	14
9. Monitoring arrangements .....	17
10. Links with other policies .....	17
Appendix 1: attendance codes .....	14

---

## 1. Aims

This policy aims to show our commitment 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 \(applies from 19 August 2024\)](#), 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 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.

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 \(applies from 19 August 2024\)](#) 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 School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)

[https://www.legislation.gov.uk/uksi/2006/1751/contentsThe Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013 and the 2024 amendment](https://www.legislation.gov.uk/uksi/2006/1751/contentsThe Education (Penalty Notices) (England) (Amendment) Regulations 2013 and the 2024 amendment)

<https://www.legislation.gov.uk/uksi/2013/757/regulation/2/made> 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 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

- 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 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
- Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual pupils 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 pupils' 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 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

### 3.2 The Headteacher

The headteacher is responsible for:

- The implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies ➤ Issuing 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

### 3.3 The designated senior leader responsible for attendance

The designated senior Attendance Lead / Attendance Champion 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
- Liaising with pupils, parents/carers and external agencies, where needed
- Building close and productive relationships with parents to discuss and tackle attendance issues
- Creating Attendance intervention or reintegration plans in partnership with pupils and their parents/carers
- Delivering targeted intervention and support to pupils and families

**The designated senior leader responsible for attendance is Mrs G Langley and can be contacted via telephone (0151) 284 1919t Email:[g.langley@northcote.liverpool.sch.uk](mailto:g.langley@northcote.liverpool.sch.uk)**

### 3.4 The Attendance Officer

The school attendance officer is responsible for:

- 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, and the headteacher ➤ Working with education welfare officers to tackle persistent absence. ➤ Advising the headteacher when to issue fixed penalty notices

**The attendance officer is Mr Gornell and can be contacted via telephone (0151 284 1919 or via email@[attendance@northcote.liverpool.sch.uk](mailto:attendance@northcote.liverpool.sch.uk).**

### 3.5 Class Teachers

**Class teachers are responsible for:**

- Monitoring daily attendance.
- Recording daily attendance, using the present or N codes and submitting this to the school office by 9.05 a.m. for morning session and 1.20 p.m. for afternoon sessions.
- Addressing issues, engaging with parents
- Supporting pupils / families to maintain good attendance at a class level.
- Communicating individual attendance of pupils to parents relating this to impact of absence on learning during informal communication/ termly parents' meetings.

### 3.6 Admin Staff

**School admin staff will:**

- Take calls from parents/carers about absence on a day-to-day basis, record it on the school system using N code and add a comment containing message from parent.
- Transfer calls from parents/carers to the Attendance Officer (Mr. Gornell) in order to provide them with more detailed reason for absence.
- Ensure registers have been taken at start of morning and afternoon sessions.
- Provide Attendance Ambassadors with copy of daily class attendance by 2.15 p.m.

### 3.7 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.
- Call the school to report their child's absence before 8.30am on the day of the absence (and each subsequent day of absence) and advise when they are expected to return.
- Provide the school with more than 1 emergency contact number for their child and update numbers and addresses if any changes occur.
- 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 **Mr Gornell (Attendance Lead) who can be contacted by telephone (0151) 284 1919 option 2 or alternatively via email attendance@northcote.liverpool.sch.uk.**

### 3.8 Pupils

**Pupils are expected to:**

- Attend school every day, on time.
- Communicate any barrier to attendance to a trusted adult.

## 4. Recording Attendance

### 4.1 Attendance register

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

We will take our attendance register at the start of the first session of each school day (9 a.m.) and once during the second session 1.20 p.m. (latest register).

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:**

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

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

The school day starts at 9 a.m. and ends at 3.30p.m

Pupils must arrive in school by 9 a.m. on each school day.

The register for the first session will be taken at 9.05 a.m. and will be kept open 9.35. The register for the second session will be taken at 1.20 p.m. and will be kept open until 1.30 p.m.

## **4.2 Unplanned absence**

The pupil's parent must notify the school of the reason for the absence on the first day of an unplanned absence by 8.30 a.m. or as soon as practically possible, by calling the school office staff, who can be contacted via telephone (0151) 284 1919.

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 3 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/carers will be notified of this in advance.

## **4.3 Planned absence**

Attending a medical or dental appointment will be counted as authorised as long as the pupil'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 pupil should be out of school for the minimum amount of time necessary.

The pupil's parent 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.

#### 4.4 Lateness and punctuality

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 arrives after the school gates have closed at 9 a.m., parents will be required to sign their child in using the inventory screen located in the school office.

#### 4.5 Following up unexplained absence.

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will follow unexplained absence procedures as outlined below:

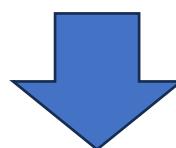
##### Unexplained Absence Procedures:

If your child is absent from school and reason for absence cannot be established. The absence will not be authorised. Your child will be given an unauthorised absence mark, and this will be added to their registration certificate.



**Day 1 of unauthorised absence** – Parents will receive a txt / email/ telephone call to attempt to establish reason for absence – as outlined in our general attendance procedures.

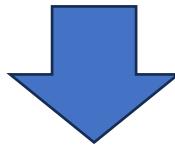
. If we are unable to make contact/ establish a reason for absence a home visit will be completed on day 1 of unexplained absence.



**Day 2 of unauthorised absence** – Parent will be contacted by Attendance Officer Mr Gornell to arrange an Attendance Support Meeting 1 to identify barriers to attendance and offer support / generate attendance action plan.

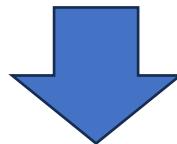


**Day 4 of unauthorised absence** – Parent will be contacted to review measures put into place in support meeting 1 and generate further actions support required.



**Day 5 of unauthorised absence** –If your child has had 5 unauthorised absences in a 10-rolling week period despite the presence of Attendance Support Plan being implemented.

**A referral to the Education Welfare Officer (EWO) will be completed.**



**EWO Involvement can result in issuing of notice to improve, penalty notices and further legal action.**  
**Please Note:**

**3 days of unauthorised absence can be consecutive days / 1 day a week for 5 weeks or 5 odd days across a 10-rolling week period.**

**If after 5 consecutive days of unauthorised absence school have not been provided with an explanation for a pupil absence. A police welfare check will be requested.**

#### 4.6 Reporting to parents

**The school will regularly inform parents (see definition of 'parent', as used in this policy, in section 3.7 above) about their child's attendance and absence levels.**

- Parents will be provided with a copy of their child's registration certificate during parent / teacher meetings (termly) within which attendance will be initial focus of teacher conversations, outlining impact of attendance on learning.
- Parents will be issued a letter / sent an email when their child's attendance drops below 97% and provided with a copy of their child's registration certificate.
- Calling cards will be given to parents on home visits, containing percentage attendance on day of absence.

### 5. Authorised and Unauthorised Absence

#### 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

- A temporary, time-limited part-time timetable
- **Exceptional circumstances** **Exceptional Circumstances:** Definition of “exceptional circumstances” for term time holiday authorisation. Legislative Framework: It is a parent’s duty under Section 7 of the Education Act 1996, to ensure that their child of “compulsory school age” is to receive “an efficient, full-time education”. A child is of compulsory school age from age five. A child should attend school from the start of term commencing on or after his / her fifth birthday. We, Northcote, encourage good attendance from the day a child joins one of our schools. Parents of registered pupils have a legal duty under Section 444 of the Education Act 1996 to ensure that children of compulsory school age attend school on a regular and fulltime basis. School policies describe the required levels of attendance and punctuality for good progress to be made at school.

The headteacher will only grant a leave of absence for a pupil during term time if they consider there to be ‘exceptional circumstances. Leave of absence is granted at the headteacher’s discretion, including the length of time the pupil is authorised to be absent for.

### **Valid reasons for authorised absence include:**

- a) **Bereavement**-The death or terminal illness of an immediate family member, where immediate is defined as the parents / carers and siblings of the child in school.
- b) **Health** - Absence recommended by a health professional and/or illness (including mental illness) and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- c) **Service Personnel**-Allowances made for the families of service personnel on active duty.
- d) **Religious/Cultural reasons** – where the day is exclusively set apart for religious observance by the religious body to which the pupil’s parents/carers belong. If necessary, the school will seek advice from the parents’/carers’ religious body to confirm whether the day is set apart.
- e) **Parents 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.
- F) 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.
- 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.

### **Unacceptable Reasons for Missing School Include:**

- Holidays – **NO HOLIDAYS** will be authorised during term time.
- weddings
- shopping
- concerts
- birthdays, etc

**Please Note:** If you choose to take your child out of school during term time for a family holiday, we ask that you complete a holiday notification form prior to event, see proforma in appendix 2. As we **do not authorise** any holidays during term time, you will incur a fixed penalty notice (fine) for doing so however providing context to absence may avoid further involvement from EWO – See unexplained absence procedures see section 4.5 for further details.

## 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.

### Penalty Notices

The headteacher, 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.

A referral will only be made to the Education Welfare Service following completion of actions set out in Northcote Primary unexplained absence procedures (please see) when a section 4.5.

In the event a referral is made to the Education Welfare Officer (EWO), parents will be advised via telephone/ email/ letter as appropriate.

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 which is equivalent to 5 days 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 absence 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 £60 within 21 days, or £120.

### Notices to improve:

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

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

They will include:

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

## 6. Strategies for Promoting Attendance

### Daily Operations:

- Daily Operations First Response Calls
- **Start Early:** The Attendance Officer will make first response calls to parents or guardians by 9:30 AM for any unexplained absences.
- **High Expectations:** Use SIMS to access real-time data and ensure accurate discussion of the child's attendance record during calls. Communicate high expectations for daily attendance and prompt arrival.
- Work in close partnership with the Education Welfare Officer to monitor patterns of attendance and non-attendance.

### Communication and Engagement:

#### **Parental Involvement:**

- Host termly coffee mornings to discuss the importance of attendance and strategies to support it.
- Use ClassDojo for daily communication about attendance and punctuality.
- Regular Contact parents/carers should their child's attendance show signs of beginning to fall below 95% to offer guidance and support to improve attendance.
- Attendance Bulletins - weekly bulletins to parents showing attendance across the school. Celebrating those classes who have achieved 95% and above.
- Informal and formal meetings - Attendance to be promoted by teachers through both formal and informal meetings with parents, such as during handover times, parents evening, pupil progress meetings, SEND support meetings, school assemblies, reports, meet the teacher sessions, etc.

### **Pupil Engagement:**

- Encourage students to talk about their own attendance, understand their attendance records, and know the next steps for improvement.
- Attendance Ambassadors- Key pupils identified to celebrate daily attendance – notifying classes of their daily attendance and updating door displays.

### **Rewards and Incentives:**

- **Dojo points** – each day regardless of time of arrival each pupil will receive +1 point for their attendance. In addition to daily attendance point, children will have the opportunity to gain one additional point per day for punctuality if they arrive on time prior to 9 a.m. The dojo point system ties in with our behaviour policy. Points gained for attendance / displaying positive behaviours can be used to purchase small prizes from our school rewards shop.
- **TREAT reward** - each day a class achieves an attendance of 95% or above they receive a letter from the word treat. If a class collects all the letters across the week / half term they will receive a treat organised by class teacher.
- **Attendance Assemblies** attendance is celebrated for each class within a key stage: KS1, LK2 & UKS2. The class who receives the best attendance are awarded trophies (1<sup>st</sup> – Gold, 2<sup>nd</sup> Silver, 3<sup>rd</sup> Bronze) to keep in class for the week. The class with the highest attendance across KS2 each week will be allocated an additional lunchtime slot on the adventure playground on a Friday afternoon. The class with the highest attendance in KS1 will receive an extended afternoon play on a Friday afternoon.
- **Termly Special Incentives** - children who receive 97 % and above as well as targeted / most improved attenders each term will be put in a prize draw to take part in attendance reward afternoon and Popcorn and/or ice cream, disco, movie afternoon, cinema trips etc.

### **Early Identification and Intervention:**

- Attendance Monitoring Systems Real-Time Tracking
- Utilise SIMS / CPOMS to monitor daily attendance and generate narrative for students with patterns of absence.
- Identify and address attendance issues before they become persistent. Weekly attendance meetings between Attendance Officer / Attendance Lead.
- Attendance Lead, Attendance Officer and designated safeguarding lead will review attendance data weekly to identify students with attendance below 95% and below 90% plan interventions.

### **Chronology on CPOMS Detailed Recording:**

- Maintain detailed chronologies on CPOMS with specific subheadings for attendance issues, including Attendance Issues, First Day Response, Home Visits, Support Meeting 1, Support Meeting 2 and EWO Involvement.
- Use these detailed records to deter drift and delay in addressing attendance issues.
- Develop 'Attendance Action Plans' loading to CPOMS for students with attendance below 90%, detailing support strategies and review schedules.

- Home Visits - Conduct home visits on day 1 of unexplained absence for targeted pupils, led by designated safeguarding lead and supported by the Attendance Officer. This ensures every child is accounted.

## 7. Supporting pupils who are absent or returning to school

### Inclusive Practices

#### **Flexible Learning Options:**

- Implement flexible learning options for students with chronic illnesses or special needs, including access to online resources and reduced timetables as interim measures.

#### **Support for SEND Students:**

- The SENCO will meet weekly with the Attendance Officer to review attendance data for SEND students and develop tailored support plans. Strategies to support improved attendance include soft landings, transitional objects, organisation of calming time, sensory supports on arrival, etc.
- Development of 'Attendance Support Plans' that compliment pupil plans in place, centred round the needs of the individual.
- SENDCo to signpost parents / complete appropriate referrals to support those pupils are absent due to mental health.

#### **Financial and Practical Support**

- Minibus pick-ups in exceptional circumstances for an agreed period of time.
- Provide financial support for school meals, uniforms, wrap around support and transportation through the school funds.

#### **Community Partnerships External Agency Collaboration**

- Partner with local health services, social services, and housing authorities to support families in overcoming barriers to attendance.
- Safeguarding lead to engage with families to coordinate services make referrals as appropriate.
- Home School Partnership support offered to families through home, school support.

## 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.

Northcote Primary school has granted the DfE access to our management systems so 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.**

### **Data Analysis and Reporting Advanced Analytics School**

**will:**

- Hold weekly attendance team meetings. Conducting thorough analysis of weekly, half-termly, termly, and full-year data to identify patterns and trends.
- Attendance Team to 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.
- Utilise SIMS and CPOMS for detailed analysis of attendance patterns and trends.
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns.
- Generate weekly and termly reports to identify areas for improvement and inform strategic decisions.

### **Regular Reports**

- Generate weekly and termly reports to identify areas for improvement and inform strategic decisions.
- Provide termly attendance reports to the SLT and governing body, highlighting successes, areas for improvement, and action plans.
- • Conduct an annual evaluation of the strategy's impact to inform the development of the strategy for the following year.

### **Stakeholder Feedback**

- Collect feedback from pupils, parents/carers, and staff through surveys and focus groups to refine and improve the attendance strategy.

## **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 targeted support to the pupils it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence, and their families (see section 8.4 below)
- Provide regular attendance reports to class teachers to facilitate discussions with pupils and families, and to the governing board and school leaders (including special educational needs co-ordinators, designated safeguarding leads and pupil premium leads)
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies. ➤ Share information and work collaboratively with other schools in the area, local

authorities and other partners where a pupil's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific pupils, where appropriate

## 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.

**At Northcote Primary our approach to absence is based on the support, support challenge model.**

**Support Meeting 1:** Offer consistent and ongoing support to families whilst making clear that attendance is a priority and focus.

**Support Meeting 2:** Investigate and understand barriers to attendance.

**Challenge:** Apply the challenge

**At Northcote Primary we intend to reduce the percentage of pupils who are classed as persistent / severe absentees through:**

- **Early identification** of children at risk of persistent absenteeism. Letter & previous year's registration certificate to be sent to parents/ carers to raise awareness of individual pupils' attendance.
- **Preventative Measures:** Contact made with parents/carers should their child's attendance show signs of beginning to fall below:
  - \* 95 % - to offer guidance and support around improving attendance.
  - \* 93 % - to advise their child is now at risk of becoming a persistently absent and offer further support as appropriate.
  - \* 90 % - to advise parents that their child is now classed as persistently absent – Attendance Procedures for persistent absenteeism. (Letters are issued in addition to daily communication / support meetings 1 & 2)
- **Robust Attendance Procedures** – consistent first day response / unexplained absence procedures as outlined in [section 4.2- 4..](#) Early communication with parents around ascertaining reasons for absence
- **Data collection**, marginal, PA, vulnerable group date to be recorded and analysed weekly. Teaching staff to have direct access to shared drive – data monitoring record sheet allowing teachers to access weekly updated list of PA and marginal children.
- **Analysis of Persistent Absentee / severe absentee data.** Focusing on impact on attainment for vulnerable students to identify more precisely the barriers to attending school.
- Implementation of updated '**Unauthorised Absence procedures**' in line with Improving attendance. [See section 4.5 following up on unauthorised absence.](#)
- **Home visits** to be completed on day 1 of Unauthorised absence for pupils classed as PA/ SA in previous year, vulnerable groups – as appropriate. Use of calling cards for home visits highlighting child's percentage attendance on day of visit raising awareness / profiles.
- **Attendance Support Meetings** to be offered on day 2 and 4 of unexplained / unauthorised absence.
- **Development of Attendance Support Plans** - Identification of target pupils to receive individual support.
- **Consistent daily, weekly, half termly/ termly incentives / rewards** for pupils with 95 –100 % attendance as well as pupils displaying most improved attendance from targeted groups (PA/ Marginal) ➤ **Early Help / Parental Signposting** -School to encourage families to engage with Early Help processes, effective signposting for parents to outside agencies as appropriate. Providing access to wider support services to remove the barriers to attendance.

- **EWO Involvement** -5 hrs support from EWO to support identification of pupils, families not engaging with school-based support – referrals to be completed to EWO to consider further legal action. (Support, support, challenge)
- **Parental Communication:** Clear communication to parents explaining potential consequences of, and sanctions for, persistent and severe absence.
- **Sanctions:** Implement sanctions, where necessary (see section 5.2, above)

## 9. Monitoring Arrangements

This policy will be reviewed as guidance from the local authority and/or DfE is updated, and as a minimum annually by Mrs G Langley / Mr G Gornell at every review, the policy will be approved by the full governing body.

## 10. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy

## Appendix 1: attendance codes

The following codes are taken from the DfE's [guidance on school attendance](#).

Code	Definition	Scenario
I	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>Attending a place other than the school</b>		
K	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Attending work experience	Pupil is on an approved work experience placement
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Pupil is attending a session at another setting where they are also registered
<b>Absent – leave of absence</b>		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school

<b>M</b>	Medical/dental appointment	Pupil is at a medical or dental appointment
<b>J1</b>	Interview	Pupil has an interview with a prospective employer/educational establishment

<b>S</b>	Study leave	Pupil has been granted leave of absence to study for a public examination
<b>X</b>	Not required to be in school	Pupil of non-compulsory school age is not required to attend
<b>C2</b>	Part-time timetable	Pupil is not in school due to having a part-time timetable
<b>C</b>	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances

**Absent – other authorised reasons**

<b>T</b>	Parent travelling for occupational purposes	Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
<b>R</b>	Religious observance	Pupil is taking part in a day of religious observance
<b>I</b>	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
<b>E</b>	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made

**Absent – unable to attend school because of unavoidable cause**

<b>Q</b>	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
<b>Y1</b>	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
<b>Y2</b>	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
<b>Y3</b>	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
<b>Y4</b>	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
<b>Y5</b>	Criminal justice detention	Pupil is unable to attend as they are: <ul style="list-style-type: none"> <li>• In police detention</li> <li>• Remanded to youth detention, awaiting trial or sentencing, or</li> <li>• Detained under a sentence of detention</li> </ul>
<b>Y6</b>	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
<b>Y7</b>	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
<b>Absent – unauthorised absence</b>		
<b>G</b>	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
<b>N</b>	Reason for absence not yet established	Reason for absence has not been established before the register closes

O	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
U	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
<b>Administrative codes</b>		
Z	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays

Appendix 2: Northcote Primary Holiday Notification/ Leave of Absence Form [Northcote Primary Holiday Notification / Leave of Absence Form](#):

<b>Form completed by: (Insert name of person making request on behalf of pupil)</b>	
<b>Relationship to Pupil:</b>	
<b>Contact Telephone Number:</b>	
<b>Email:</b>	
<b>Pupil Name:</b>	
<b>Pupil Date of Birth:</b>	
<b>Class:</b>	
<b>First Day of Absence:</b> <b>(insert date)</b>	

<b>Expected date of return to school: (insert date)</b>	
<b>Length of Absence:</b>	
<b>Reason for Absence:</b>	