



## Merry Hill Infant School and Nursery

### Attendance Policy

<b>Name/Title of responsible committee/individual:</b>	Fully Governing Body
<b>Date issued:</b>	September 2025
<b>Review frequency:</b>	Annually
<b>Target audience:</b>	All stakeholders

The Governing Body shall conduct the School with a view to promoting high standards of educational achievement.

Merry Hill Infant School and Nursery is committed to eliminating discrimination, advancing equality of opportunity and fostering good relations between different groups. These factors were considered in the formation and review of this policy and will be adhered to in its implementation and application across the whole school community.

The School will promote the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs and will actively challenge pupils, staff or parents expressing opinions contrary to fundamental British Values, including 'extremist' views.

Version	Date	Notes
1.0	September 2023	
2.0	September 2024	See section below: Policy Section and What has changed and why
2.1	September 2025	Updated Appendix – Application for Leave of Absence Form

POLICY SECTION	WHAT'S CHANGED?	WHY?
4.3	A sentence added to explain a U code is classed as an absence for that session	To make it explicit to parents/carers that if their child arrives after the register closes, this is classed as an absence for that session
5.4	Information on fixed penalty notices	To reflect the new guidance requirements
	Appendix 1 – Attendance codes	To reflect the new national attendance codes to be used from September 2024
	Appendix 2 – Application for leave of absence	

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The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at a school or by education otherwise than at a school.

Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the Headteacher.

The DfE has produced guidance for maintained schools, academies, independent schools, and local authorities: *Working together to improve school attendance*. Our Attendance Policy reflects the key principles of that guidance.

<https://www.gov.uk/government/publications/working-together-to-improve-school-attendance>

This policy is written with the above guidance in mind and underpins our school ethos to:

## 1 Policy Intent, Implementation and Impact

### 1.1 Policy Intent

Merry Hill Infant School & Nursery intends to develop and maintain a whole school culture that promotes the benefits of good attendance and is an integral part of the School's ethos. We firmly believe that children learn best when they are at school. Therefore, we aim to ensure that all our children and young people take full advantage of the educational opportunities available to them and will strive to raise standards by promoting the regular attendance and punctuality of our pupils.

### 1.2 Policy Implementation

We believe securing good attendance can be implemented through the creation of a safe and supportive learning environment where pupils are happy and want to be. We make it a priority to work with parents and pupils to remove any barriers to attendance through the building of strong and trusting relationships.

### 1.3 Policy Impact

With commitment to high levels of attendance and punctuality, pupils are ready to learn and establish a commitment to work which will be carried forward into adulthood. Moreover, all members of the Merry Hill Infant School & Nursery Community (Governors, staff, parents and pupils) will share in the School's commitment to high levels of attendance and punctuality. For our children to gain the greatest benefit from their education therefore it is vital that they attend regularly and be at school, on time, every day the school is open unless the reason for the absence is unavoidable.

**It is a rule of this school that pupils must attend every day, unless they are ill or there are exceptional circumstances and it is the Headteacher, not the parent, who can authorise the absence.**

## 2 Legislation, guidance and links with other policies

This policy takes account of:

- Keeping Children Safe In Education (September 2024)
- Supporting pupils with medical conditions at school (July 2023)
- HCC guidance for schools on creating an attendance policy;

This policy meets the requirements of the [working together to improve school attendance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting 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 Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

## 2.1 Links with other policies

This policy should be read in conjunction with the following Merry Hill policies:

- Child Protection (including Children who are absent from school)
- Supporting Children with Medical Needs
- Home-School Agreement

## 3 Roles and Responsibilities

### 3.1 Responsibilities of the governing board

The governing board are responsible for:

- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole school
- Making sure staff receive adequate training on attendance
- Holding the Headteacher to account for the implementation of this policy
- Delegating the responsibility of issuing fixed-penalty notices to the Headteacher

### 3.2 Responsibilities of 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

### **3.3 Responsibilities of the designated senior leader responsible for attendance**

The designated senior leader is responsible for:

- Leading attendance across the school
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis
- Devising specific strategies to address areas of poor attendance identified through data
- Arranging calls and meetings with parents to discuss attendance issues
- Delivering targeted intervention and support to pupils and families

The designated senior leader responsible for attendance is Mrs S Ineson and can be contacted via the school office.

### **3.4 Responsibilities of 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
- Informing the Headteacher when fixed-penalty notices might be issued.

The attendance officer is Ms Krangel and can be contacted via the school office.

### **3.5 Responsibilities of the class teachers**

Class teachers are responsible for recording attendance on a twice-daily basis, using the correct codes, and submitting this information to the school office.

### **3.6 Responsibilities of the school office staff**

School office staff will:

- Take calls from parents about absence on a day-to-day basis and record it on the school system

- Transfer calls from parents to the attendance officer in order to provide them with more detailed support on attendance, if necessary

### **3.7 Responsibilities of parents/carers**

Parents/carers are expected to:

- Make sure their child attends every day on time
- Contact the school by telephone or email 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 more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day
- Not take their child/ren on holiday during term time
- Instill in their children an appreciation of the importance of attending Merry Hill
- Working in partnership with Merry Hill to resolve issues which may lead to nonattendance

### **3.8 Responsibilities of the pupils**

Pupils are expected to:

- Attend school every day on time and be ready to learn

## **4 Recording attendance**

At Merry Hill, 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 and at the start of the second session of each school day. It will mark 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 school age, whether the absence is authorised or unauthorised
- The nature of the activity if 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 the duration of your child’s time at Merry Hill Infant School and Nursery and we will then pass this on to their next school.

## The School Day

### *The morning session:*

Doors to the classrooms open for a soft start at:	The school gates are closed at:	The school day officially begins and morning session registers taken in class at:	Anyone arriving after the gates are closed will be marked as late:
8.45am	8.55am	8.55am	8.55–9.20 am

### *The afternoon session*

The afternoon session officially begins at:	The afternoon session registers are closed at:
1.00pm	1.10pm

N.B. Once the school gates are closed, anyone arriving will be required to sign in at the school office.

This does not apply to Nursery attendance and opening times. Please refer to Nursery Policy for sessions.

## 4.1 Unplanned absence

The pupil’s parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 9.00 am or as soon as practically possible by calling the school office on 020 8950 2166 or emailing [admin@merryhill.herts.sch.uk](mailto:admin@merryhill.herts.sch.uk). The reason should be as precise as possible, rather than simply saying the child is “unwell”. If possible, this communication should indicate the expected duration of the absence. This information will be recorded in the register and passed to the class teacher.

Should no explanation for a child’s attendance be received by 9.30am, School Office staff will attempt to contact the parents/carers to ascertain the reason for the absence.

If there is any doubt as to the whereabouts of a child or none of the named contacts respond in an appropriate time, the school will take immediate action to ensure that this is followed up. The school has a duty to visit the known address or call the police if the whereabouts of a child is unknown. To avoid wasting police time, please ensure that you communicate with the school over your child’s absence.

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

If the authenticity of the illness is in doubt, the school may ask the pupil's parent/carer to provide 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.

## **4.2 Planned absence**

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

Parents/carers should email the school office ([admin@merryhill.herts.sch.uk](mailto:admin@merryhill.herts.sch.uk)) once the date and time of the appointment is known, detailing the nature of the appointment, the date and time their child will need to be collected from school and the time they are expected to return, if relevant. However, it is expected that routine dental appointments and non-urgent medical appointments will be made outside school hours wherever possible. Children must be collected by a known adult and signed out at the Pupil Signing In/Out book in the School Office. On return to school, they must be signed back in.

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.

## **4.3 Lateness and punctuality**

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code
- After 9.20am, will be marked as U, indicating that the child arrived after the register closed (this will be classed as an absence for that session)

The school attendance officer monitors punctuality and where a child is late three times or more in a half term, the designated senior leader responsible for attendance will be notified. The designated senior leader will arrange a supportive meeting with the parents/carers to identify possible barriers to their child arriving at school on time and to put agreed strategies into place to support punctuality.

## **4.4 Following up unexplained absence**

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

- 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 visit the home or contact the police.
- Identify whether the absence is authorised 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

#### 4.5 Procedure for continuation of absence

The school expects parents to maintain reasonable communication with the school during the absence of their child.

Should the absence become prolonged, the school would expect that a doctor or hospital would become involved. For any absence of over two weeks, unless the child has been hospitalised, the school will require a letter from the child's GP indicating the reason for the absence.

On return to school the parent/carer should inform the school if there is any information the school needs to support the pupil on their return.

#### 4.6 Reporting to parents/carers

Parents/carers will receive a report of their child's attendance record 3 times a year from the class teacher; in the autumn term parent consultation, in the spring term parent consultation and in their child's end of year report in the summer term. A celebratory letter will be sent to parents each term where their child's attendance is at or above 95%. In addition, each half term attendance letters will be sent to parents whose children fall into the following categories:

- Those at risk of becoming a persistent absentee (attendance between 94.9% and 90.0%)
- Persistent absentees (attendance below 90%)

## 5 Understanding types of absence

Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. Any pupil's absence or late arrival disrupts teaching routines and so may affect the learning of others in the same class. Ensuring a child's regular attendance at school is a parental responsibility and allowing absence from school without a good reason creates an offence in law and may result in prosecution.

### 5.1 Authorised and unauthorised absence

Every half-day absence from school has to be classified by the school (not by the parent), as either **authorised** or **unauthorised**. This is why information about the cause of any absence is always required. Each half-day is known as a 'session'.

**Authorised absences** are morning or afternoon sessions away from school for a genuine reason such as illness (although you may be asked to provide medical evidence for your child before this can be authorised), medical or dental appointments which unavoidably fall in school time, emergencies or another unavoidable cause.

**Unauthorised absences** are those which the Headteacher does not consider reasonable and for which no 'leave' has been granted. This type of absence can lead to the school referring to the Local Authority for penalty notices and/or legal proceedings.

*Unauthorised absence includes*, however is not exhaustive:

- Parents/carers keeping children off school unnecessarily e.g. because they had a late night or for non-infectious illness or injury that would not affect their ability to learn
- Absences which have never been properly explained
- Children who arrive at school after the close of registration are marked using a 'U'. This indicates that they are in school for safeguarding purposes, however is counted as an absence for the session
- Shopping trips
- Looking after other children or children accompanying siblings or parents to medical appointments
- Their own or family birthdays
- Holidays taken during term time without leave, not deemed 'for exceptional purposes' by the Headteacher
- Day trips
- Other leave of absence in term time which has not been agreed

## 5.2 Persistent Absenteeism (PA)

A pupil is defined by the Government as a '**persistent absentee**' when they miss 10% or more schooling across the school year for any reason; this can be authorised or unauthorised absence. Absence at this level will cause considerable damage to any pupil's education and we need the full support and co-operation of parents to resolve this.

## 5.3 How to apply for leave of absence in exceptional circumstances

Should you need to apply for absence due to exceptional circumstances, the School Office can provide a form for your request to be considered by the Headteacher. Please see Appendix 2: Application for Leave of Absence. Wherever possible, all requests for leave of absence should be received by the Headteacher at least one week in advance.

## 5.4 Legal sanctions; fixed penalty notices

Penalty notices can be issued by the Headteacher, the local authority office or the police.

A penalty notice will be issued per parent, per child with regard to unauthorised absence if a pupil fails to attend school as required without a genuine explanation. A pupil's absence must have been unauthorised for 10 sessions (usually equivalent to 5 school days) within a rolling 10 school week period. These sessions do not have to be consecutive and can be made up of a combination of any type of unauthorised absence. The 10-school week period can span different terms or school years.

**The first time** a penalty notice is issued for unauthorised absence, **the fine amount will be £80 per parent, per child if paid within 21 days**. If not paid within 21 days, the fine will increase to £160 per parent, per child, payable between the 22<sup>nd</sup> and 28<sup>th</sup> day.

**The second time** a penalty notice is issued for unauthorised absence, **the fine amount will be £160 per parent, per child, payable within 28 days**.

The third time that an offence is committed (within 3 years), a penalty notice will **not** be issued and the offence will be presented straight to the Magistrate's Court. Prosecution can result in criminal records and fines of up to £2,500. Cases found guilty in a Magistrate's Court can show on parent's future DBS (Disclosure and Barring Service) certificate due to a 'failure to safeguard a child's education'.

The issuing of penalty notices will comply with the code of conduct and practice as determined by the Local Authority.

## 6 Strategies for promoting attendance

At Merry Hill Infant School and Nursery we believe securing good attendance can be implemented through the creation of a safe and supportive learning environment where pupils are happy and want to be. We make it a priority to work with parents and pupils to remove any barriers to attendance through the building of strong and trusting relationships. Parents/carers are informed of the importance of good attendance and punctuality and of our expectations as a school at our Welcome to Merry Hill Meetings and in the subsequent school starter packs that they receive. Key messages around attendance are featured, when relevant, in our weekly newsletter to parents. Where attendance has improved for a child this will be acknowledged with the parent/carer and/or child by the class teacher or member of the senior leadership team responsible for attendance, depending on the situation.

## 7 Attendance monitoring

### 7.1 Monitoring attendance

Merry Hill Infant School and Nursery will:

- Check attendance daily
- Monitor attendance and absence data monthly, half termly, termly and yearly across the school and at an individual pupil level
- Identify whether or not there are particular groups of children whose absences may be a cause for concern
- Compare attendance data to the national average, and share this with the governing board

### 7.2 Analysing Attendance

Merry Hill Infant School and Nursery School will:

- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

### 7.3 Using data to improve attendance

Merry Hill Infant School and Nursery will:

- Provide monthly attendance reports to school leaders and half-termly attendance reports to class teachers, 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

### 7.4 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.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Send attendance letters to parents as detailed in this policy
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school and to agree supportive strategies to improve attendance
- Provide access to wider support services to remove the barriers to attendance

## **8 Monitoring arrangements**

This policy will be reviewed as guidance from the local authority or DfE is updated, annually by the SLT. At every review, the policy will be approved by the full governing board.

## **9. Summary**

The school has a legal duty to publish its absence figures to parents and to promote attendance.

Equally, parents have a legal duty to make sure that their children attend school, on time, every day.

All school staff and the Governing Body are committed to working with parents and pupils as this is the best way to ensure as high a level of attendance at our school as possible.

## Appendix 1: Attendance Codes

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

1. If a pupil is present in school the following codes from table 1 should be used

Code	Meaning	Criteria	Statistical Value
/	Present at school AM	Must be in school at registration	Attending (Present)
\	Present at school PM	Must be in school at registration	Attending (Present)
L	Late arrival before register is closed	The pupil was absent when the register started being taken but arrives before the register is closed.	Attending (present)

2. If a pupil is absent from school so that they can attend a place other than school for any of the following reasons the relevant code from table 2 should be used.

Code	Meaning	Criteria	Statistical Value
K	Attending Education provision arranged the LA.	<ul style="list-style-type: none"> <li>The nature of the provision must also be recorded.</li> <li>Code K can only be used if the child is present at the provision.</li> </ul>	Attending an approved educational activity (present)
V	Attending an Educational visit or trip	<ul style="list-style-type: none"> <li>The pupil is attending a place, other than the school or any other school at which they are a registered pupil, for an educational visit or trip.</li> <li>Arranged by or on behalf of the school and supervised by a member of school staff.</li> <li>The visit or trip must take place during the session for which it is recorded.</li> <li>Code V can only be used if the pupil is present at the visit.</li> </ul>	Attending an approved educational activity (present)
P	Participating in a Sporting Activity P code can only be used if the pupil is present at the activity	<ul style="list-style-type: none"> <li>P code can only be used if the pupil is present at the activity The sporting activity must take place during the session for which it is recorded.</li> <li>The place is somewhere other than the school, another school where the pupil is registered, or a place where educational provision has been arranged for the pupil by a local authority under section 19(1) of the Education Act 1996 or sections 42(2) or 61(1) of the Children and Families Act 2014.</li> <li>the activity is of an educational nature.</li> <li>the school has approved the pupil's attendance at the place for the activity; and</li> <li>the activity is supervised by a person considered by the school to have the appropriate skills, training, experience, and knowledge to ensure that the activity takes place safely and fulfils the educational purpose for which the pupil's attendance has been approved.</li> </ul>	Attending an approved educational activity (present)

## Appendix 2: Application for Leave of Absence



**Merry Hill**  
Infant School and Nursery

Headteacher: Ms. Melissa Adams MA, NPfI

### APPLICATION FOR LEAVE OF ABSENCE

Legislation makes clear that Headteacher's may not grant any leave of absence during term time unless there are exceptional circumstances. In particular, there is no longer discretion to allow up to 10 days in a school year for a family holiday or to agree to extended leave for parents to visit their country of origin. If there are exceptional circumstances behind your request please discuss these with me before the date when you want the absence to start.

For further information please go to  
<http://www.education.gov.uk/schools/pupilsupport/behaviour/attendance/a00223868/regulations-amendments>

Yours faithfully,

Melissa Adams  
Headteacher

Name of child: ..... Class: .....

Name of child: ..... Class: .....

I request that my child(ren) be granted leave of absence

From .....to ..... 20\_\_

Reason:

Signed: ..... Date: .....

(Signature of Parent/carer)

For school use				
Authorisation given for absence	Yes	No	Signature of Headteacher	
Scopay check completed	Yes	No		
Teacher informed	Yes	No	Marked on SIMS	

Dear Parent/Carer,

Thank you for your recent application for leave of absence for .....

The absence will be recorded as **authorised/unauthorised** in the school register.

Should you wish to discuss the matter further, I would be happy to meet with you. Please contact the school office to arrange a meeting.

Melissa Adams  
Headteacher



## Appendix 3: DfE Summary table of responsibilities for school attendance. Sept 2022

### All Pupils

Parents are expected to:	Schools are expected to:	Academy trustees and governing bodies are expected to:	Local authorities are expected to:
<p>Ensure their child attends every day the school is open except when a statutory reason applies.</p> <p>Notify the school as soon as possible when their child has to be unexpectedly absent (e.g. sickness).</p> <p>Only request leave of absence in exceptional circumstances and do so in advance.</p> <p>Book any medical appointments around the school day where possible.</p>	<p>Have a clear school attendance policy on the school website which all staff, pupils and parents understand.</p> <p>Develop and maintain a whole school culture that promotes the benefits of good attendance.</p> <p>Accurately complete admission and attendance registers.</p> <p>Have robust daily processes to follow up absence.</p> <p>Have a dedicated senior leader with overall responsibility for championing and improving attendance.</p>	<p>Take an active role in attendance improvement, support their school(s) to prioritise attendance, and work together with leaders to set whole school cultures.</p> <p>Ensure school leaders fulfil expectations and statutory duties.</p> <p>Ensure school staff receive training on attendance.</p>	<p>Have a strategic approach to improving attendance for the whole area and make it a key focus of all frontline council services.</p> <p>Have a School Attendance Support Team that works with all schools in their area to remove area-wide barriers to attendance.</p> <p>Provide each school with a named point of contact in the School Attendance Support Team who can support with queries and advice.</p> <p>Offer opportunities for all schools in the area to share effective practice.</p>

### Pupils at risk of becoming persistently absent

Parents are expected to:	Schools are expected to:	Academy trustees and governing bodies are expected to:	Local authorities are expected to:
<p>Work with the school and local authority to help them understand their child's barriers to attendance.</p> <p>Proactively engage with the support offered to prevent the need for more formal support.</p>	<p>Proactively use data to identify pupils at risk of poor attendance.</p> <p>Work with each identified pupil and their parents to understand and address the reasons for absence, including any in-school barriers to attendance.</p> <p>Where out of school barriers are identified, signpost and support access to any required services in the first instance.</p> <p>If the issue persists, take an active part in the multi-agency effort with the local authority and other partners. Act as the lead practitioner where all partners agree that the school is the best placed lead service. Where the lead practitioner is outside of the school, continue to work with the local authority and partners.</p>	<p>Regularly review attendance data and help school leaders focus support on the pupils who need it.</p>	<p>Hold a termly conversation with every school to identify, discuss and signpost or provide access to services for pupils who are persistently or severely absent or at risk of becoming so.</p> <p>Where there are out of school barriers, provide each identified pupil and their family with access to services they need in the first instance.</p> <p>If the issue persists, facilitate a voluntary early help assessment where appropriate. Take an active part in the multi-agency effort with the school and other partners. Provide the lead practitioner where all partners agree that a local authority service is best placed to lead. Where the lead practitioner is outside of the local authority, continue to work with the school and partners.</p>

## Persistently absent pupils

Parents are expected to:	Schools are expected to:	Academy trustees and governing bodies are expected to:	Local authorities are expected to:
<p>Work with the school and local authority to help them understand their child's barriers to attendance.</p> <p>Proactively engage with the formal support offered – including any parenting contract or voluntary early help plan to prevent the need for legal intervention.</p>	<p>Continued support as for pupils at risk of becoming persistently absent and:</p> <p>Where absence becomes persistent, put additional targeted support in place to remove any barriers. Where necessary this includes working with partners.</p> <p>Where there is a lack of engagement, hold more formal conversations with parents and be clear about the potential need for legal intervention in future.</p> <p>Where support is not working, being engaged with or appropriate, work with the local authority on legal intervention.</p> <p>Where there are safeguarding concerns, intensify support through statutory children's social care.</p> <p>Work with other schools in the local area, such as schools previously attended and the schools of any siblings.</p>	<p>Regularly review attendance data and help school leaders focus support on the pupils who need it.</p>	<p>Continued support as for pupils at risk of becoming persistently absent and:</p> <p>Work jointly with the school to provide formal support options including parenting contracts and education supervision orders.</p> <p>Where there are safeguarding concerns, ensure joint working between the school, children's social care services and other statutory safeguarding partners.</p> <p>Where support is not working, being engaged with or appropriate, enforce attendance through legal intervention (including prosecution as a last resort).</p>

## Severely absent pupils

Parents are expected to:	Schools are expected to:	Academy trustees and governing bodies are expected to:	Local authorities are expected to:
<p>Work with the school and local authority to help them understand their child's barriers to attendance.</p> <p>Proactively engage with the formal support offered – including any parenting contract or voluntary early help plan to prevent the need for legal intervention.</p>	<p>Continued support as for persistently absent pupils and:</p> <p>Agree a joint approach for all severely absent pupils with the local authority.</p>	<p>Regularly review attendance data and help school leaders focus support on the pupils who need it.</p>	<p>Continued support as for persistently absent pupils and:</p> <p>All services should make this group the top priority for support. This may include a whole family plan, consideration for an education, health and care plan, or alternative form of educational provision.</p> <p>Be especially conscious of any potential safeguarding issues, ensuring joint working between the school, children's social care services and other statutory safeguarding partners. Where appropriate, this could include conducting a full children's social care assessment and building attendance into children in need and child protection plans.</p>

## Support for pupils with medical conditions or SEND with poor attendance

Parents are expected to:	Schools are expected to:	Academy trustees and governing bodies are expected to:	Local authorities are expected to:
<p>Work with the school and local authority to help them understand their child's barriers to attendance.</p> <p>Proactively engage with the support offered.</p>	<p>Maintain the same ambition for attendance and work with pupils and parents to maximise attendance.</p> <p>Ensure join up with pastoral support and where required, put in place additional support and adjustments, such as an individual healthcare plan and if applicable, ensuring the provision outlined in the pupil's EHCP is accessed.</p> <p>Consider additional support from wider services and external partners, making timely referrals.</p> <p>Regularly monitor data for such groups, including at board and governing body meetings and with local authorities.</p>	<p>Regularly review attendance data and help school leaders focus support on the pupils who need it.</p>	<p>Work closely with relevant services and partners, for example special educational needs, educational psychologists, and mental health services, to ensure joined up support for families.</p> <p>Ensure suitable education, such as alternative provision, is arranged for children of compulsory school age who because of health reasons would not otherwise receive a suitable education.</p>

## Support for pupils with a social worker

Parents are expected to:	Schools are expected to:	Academy trustees and governing bodies are expected to:	Local authorities are expected to:
<p>Work with the school and local authority to help them understand their child's barriers to attendance.</p> <p>Proactively engage with the support offered.</p>	<p>Inform the pupil's social worker if there are any unexplained absences and if their name is to be deleted from the register.</p>	<p>Regularly review attendance data and help school leaders focus support on the pupils who need it.</p>	<p>Regularly monitor the attendance of children with a social worker in their area.</p> <p>Put in place personal education plans for looked-after children.</p> <p>Secure regular attendance of looked-after children as their corporate parent and provide advice and guidance about the importance of attendance to those services supporting pupils previously looked after.</p>