



# Harris Church of England Academy

## Policy

### Attendance and Punctuality Policy V2

| To be tabled at Full Governing Body for Approval |                |
|--------------------------------------------------|----------------|
| Date Tabled:                                     | September 2025 |
| Amended                                          | November 2025  |
| Review Date:                                     | July 2027      |

## VERSION CONTROL TABLE

|                          |                                                                                                                            |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------|
| <b>Policy Name</b>       | Attendance and Punctuality Policy                                                                                          |
| <b>Policy Owner</b>      | Harris Church of England Academy                                                                                           |
| <b>Version Reference</b> | Original Version (V1)<br>V2 – Additional links added<br>Stages reviewed and amended<br>Added Warwickshire Leave of Absence |
| <b>Status</b>            |                                                                                                                            |
| <b>Approved by</b>       | Academy Governance Committee/DMAT                                                                                          |
| <b>Effective Date</b>    | Spring 2025                                                                                                                |
| <b>Review Date</b>       | Spring 2026                                                                                                                |

## KEY PERSONNEL

| <b>Name</b>      | <b>Role</b>                  | <b>Contact Details</b>                                                                     |
|------------------|------------------------------|--------------------------------------------------------------------------------------------|
| Roberta Harrison | Headteacher                  | <a href="mailto:head@harris.covmat.org">head@harris.covmat.org</a>                         |
| Siobhan Roberson | Senior Attendance Champion   | <a href="mailto:siobhan.roberson@harris.covmat.org">siobhan.roberson@harris.covmat.org</a> |
| John Naylor      | Designated Safeguarding Lead | <a href="mailto:john.naylor@harris.covmat.org">john.naylor@harris.covmat.org</a>           |
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## ADDITIONAL INFORMATION

This policy statement applies to anyone working on behalf of Harris Church of England Academy, including senior managers and the board of trustees, paid staff, volunteers, sessional workers, agency staff and pupils.

There is a statutory requirement to have this policy in place in multi-academy trusts.

This policy must be published on academy websites.

The use of the term 'parent' for the purposes of this policy refers to the child's birth parents and includes any person who has parental responsibility (which includes the local authority where it has a care order in respect of the child) and any person (for example, a foster carer) with whom the child lives.

It is our intention that this policy is applied fairly and consistently and with due regard to our obligations under the Equality Act 2010 and the UN Convention on the Rights of the Child.

## AIMS

Harris Church of England Academy strive to secure the very best outcomes for pupils. We appreciate that regular attendance at school is vitally important in helping pupils reach their academic potential, develop socially and emotionally as well as developing a range of life skills which will support them as they leave our school and start the next phase of their education.

Harris Church of England Academy aims to support pupils and parents/carers by:

- Promoting good attendance and reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled

- Having robust processes in place for monitoring pupil attendance and taking early action to address patterns of absence and any safeguarding concerns raised through absence
- Creating a safe and supportive environment where all pupils can develop and flourish

We will also support parents/carers to carry out their duty to ensure their children, attend regularly, and will promote and support outstanding punctuality to the academy.

## **RATIONALE**

The Trust Board/academy/school have followed the DfE guidance, working together to improve school attendance (August 2024) and has updated the academy's attendance policy to reflect the government's ambition to improve pupil attendance.

Research clearly demonstrates the link between regular attendance and educational progress and attainment. Children who frequently miss school often fall behind and they may find it challenging to make the expected progress in their learning. Regular absences may also lead to children finding it difficult in maintaining friendships and they can feel isolated from their school community. All staff in Harris Church of England Academy will work in partnership with pupils and their parents/carers to ensure that all pupils have full and equal access to the opportunities and experiences offered by the school. We will encourage and support parents and carers to ensure that their child achieves the maximum possible attendance and that any problems that prevent this are identified and acted on promptly.

We are alert to the fact that absence can lead to safeguarding concerns. For example, regular attendance is an important protective factor and the best opportunity for needs to be identified and support provided. Research has shown associations between regular absence from school and a number of extra-familial harms. Regular absence, particularly unexplained absence, can be a red flag for safeguarding issues. It is therefore vital that all pupils are in their academy regularly.

Our staff have a clear understanding of their role in ensuring that pupil attendance is improved across the academy and that improving attendance is everyone's business.

We appreciate that barriers to accessing education are wide and complex, both within and beyond the academy gates, and are often specific to individual pupils and families. The foundation of securing good attendance is that the academy is a calm, orderly, safe, and supportive environment where all pupils want to be and are keen and ready to learn.

The Headteacher takes responsibility for implementing measures to secure high standards of attendance and punctuality. They work collaboratively with a range of external partners, primarily those from the local authority, including the Education Welfare Service and Children's Services, in their endeavour to support families and children who may have barriers to securing excellent attendance.

## **LEGISLATION**

This policy is based on advice, contained in the following documents from the Department for Education (DfE):

[Children missing education](#)

[Keeping children safe in education](#) and [Working together to safeguard children](#)

[Special educational needs and disability code of practice: 0 to 25 years](#)

[Children With Educational and Special Needs Guidance](#)

[Working together to improve attendance](#)

[Elective Home Education](#)

[Promoting Mental Health and Wellbeing Guidance for Schools](#)

[Harris Mental Health Policy](#)

[Harris Special Educational Needs Policy](#)  
[Alternative provision: statutory guidance for local authorities](#)  
[Exclusion from maintained schools, academies and pupil referral units in England](#)  
[Supporting pupils at school with medical conditions](#)  
[Arranging education for children who cannot attend school because of health needs](#)  
[Promoting and supporting mental health and wellbeing in schools and colleges](#)  
[Preventing and tackling bullying](#)  
[Providing remote education](#)

[The School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)  
[The Education \(Parenting Contracts and Parenting Orders\) \(England\) Regulations 2007](#)  
[The Education \(Penalty Notices\) \(England\) Regulations 2007, as amended](#)  
[The Education \(Information about Individual Pupils\) \(England\) Regulations 2013](#)  
[The Children and Young Persons Acts 1933 and 1963](#)  
[The Equality Act 2010](#)

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

This policy complies with our funding agreement and articles of association. By law, all schools and academies (except those where all students are boarders) are required to keep an attendance register, and all students must be placed on this register. The law requires the register to be taken twice a day - at the start of the morning session and then once in the afternoon session.

#### **ASSOCIATED POLICIES**

Safeguarding and Child Protection Policy  
SEND Policy  
Suspension and Permanent Exclusion Policy  
Student Behaviour Policy  
Anti-Bullying Policy  
Alternative Curriculum Policy  
Equality and Diversity Policy  
Mental Health and Emotional Wellbeing Policy

#### **ROLES AND RESPONSIBILITIES**

The **Academy Governance Committee** is responsible for reviewing and approving the Attendance Policy and monitoring its impact and contribution to achieving the academy's aims and objectives.

They must also ensure academy leaders and staff receive training on attendance, make certain that academy leaders fulfil expectations and statutory duties. They are expected to take an active role in attendance improvement by monitoring attendance across the academy, particularly for the most vulnerable students.

#### **Headteachers and Senior Attendance Champions**

The Headteacher and Attendance Champions will ensure that the policy is fully embedded and adhered to in the academy for which they are responsible. They hold responsibility for monitoring the efficacy of the policy, considering the views of all stakeholders and reporting these, where appropriate, Chair of Governors.

The Headteacher and Attendance Champion are responsible for the implementation of the Attendance Policy and the day-to-day management of it, including associated systems and processes.

Headteachers and Attendance Champions will ensure that staff benefit from timely and appropriate training and professional development to allow them to understand this policy, follow all practices and

procedures within it and, ultimately, assist leaders in creating an excellent academy culture and improve pupil attendance for all groups.

In addition, Headteachers and Attendance Champions will:

- Implement an effective academy strategy that promotes excellent attendance, which is regularly monitored and evaluated for progress and the efficacy of the academy's strategies and processes.
- Set high standards of attendance from all pupils and parents and prioritise attendance improvement across the academy.
- Create a calm, orderly and supportive environment where pupils feel safe.
- Create a climate for learning, in which all pupils are challenged and supported through high quality teaching and an inclusive curriculum to achieve aspirational targets within a structured and well- disciplined environment.
- Resource attendance support and improvement appropriately and employ attendance and pastoral staff who work with families, conduct home visits and work in partnership with the senior leadership team, the local authority's School Attendance Support Team, and other partners.
- Rigorously monitor attendance data to identify patterns of poor attendance (at individual/group and cohort level).
- Where a pattern is identified, we will discuss with pupils and parents so we can understand the barriers to attendance and agree how all partners can work together to resolve them.
- Establish strong, appropriate home-school relationships through regular communications and encourage parents/carers to work collaboratively with our pastoral support team and other appropriate initiatives including facilitating support through an academy initiated early help or family support plan where absence is a symptom of wider issues.
- Remove barriers to attendance, share information and work collaboratively with other schools in the area, the local authority, and other local partners where absence is at risk of becoming permanent or severe, facilitating support where required.
- Scrutinise attendance data in order that patterns and trends may be identified and used to put targeted support in place for groups or individuals.
- Report robust data to the Academy Governance Committee and the government.
- Make all required returns regarding pupils' admissions, attendance and absence to the local authority.
- Formalise support where absence persists, and voluntary support is not working or being engaged with.
- Recognise that attendance is never 'solved' and is a continuous process by regularly reviewing and updating messages, processes, and strategies.

- Recognise children missing education can act as a vital warning sign to a range of safeguarding issues including neglect, sexual abuse and child sexual and criminal exploitation.

### **Academy Governance Committee**

The local **governing board** is responsible for monitoring the implementation and impact of the Attendance Policy, escalating concerns to the Headteacher when they arise. A member of the Local Governing Board will champion attendance and work with and support the Senior Attendance Champion in the academy/school.

**Academy staff, including teachers and support staff**, are responsible for the application of the policy, ensuring its processes and procedures are followed, and consistently and fairly applied. They have a responsibility, with the support of the Headteacher and Senior Attendance Champion for creating a safe, calm learning environment where all children feel safe and want to attend.

Academy staff are expected to engage in training and CPD organised by leaders to support them to carry out their roles to the best of their ability.

Staff at all levels of the organisation should seek to create effective relationships with pupils and their families – including timely communication, home liaison, and liaison with other agencies where appropriate.

**Class teachers/Teachers** are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to Bromcom within the first 5 minutes of each lesson. Creating a environment that is inclusive and conducive to learning. For ensuring students feel welcomed and valued. They are responsible for assisting students returning from absence to catch up lost learning time to ensure they feel fully supported

**Academy admin 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 to the Attendance Champion, Head of Year or Pastoral Lead in order to provide them with more detailed support on attendance.

### **Parents**

Parents have a legal duty to ensure their child attends the academy and support their child's attendance by:

- Ensuring their child attends the academy on time each day it is open.
- Ensuring their child is dressed in full uniform and has the required equipment needed
- Contacting the academy if their child is unable to attend
- Providing their most up to date contact details
- Only requesting leave of absence in exceptional circumstances and well in advance
- Booking any medical appointments around the academy day where possible
- Proactively engaging with the academy with regards to any support that is offered to improve their child's attendance

### **ADMISSION REGISTER**

Each academy will maintain an admissions register in line with government guidance. The admissions register contains personal details of every pupil along with the date of admission or re-admission to the establishment, information regarding parents and carers, and details of the last school attended. The academy will hold more than one emergency contact number for each pupil.

A pupil's name can only lawfully be deleted from the admission register if a reason set out in regulation 9 of the School Attendance (Pupil Registration) (England) Regulations 2024 applies.

## **DAILY REGISTRATION PROCEDURES**

An electronic registration takes place at the beginning of the day and additionally in the afternoon. We use BromCom which is linked to the government's daily reporting system. We use national attendance and absence codes to record a child's attendance. These codes are used to collate statistics through the school census system.

Morning registration is open for 30 mins. A pupil who arrives late but before the register has closed will be marked as late, using the appropriate code (L). Pupils arriving after registers have closed, will be marked as unauthorised absence (U) unless medical evidence has been provided or an acceptable explanation has been provided to the Attendance team.

Morning registers close 30 minutes after the first session begins after which time the pupil will be marked as absent. Lateness will be proactively monitored from 8:55. School is open to students from 8:30am. The warning bell for morning registration sounds at 8:50am with morning registration running from 8:55am until 9:00am.

Where absence is recorded as unexplained in the attendance register, the correct code will be input as soon as the reason is ascertained, but no later than 5-days.

## **CONTACTING THE ACADEMY IF YOUR CHILD IS ABSENT**

It is the responsibility of the parent/carer to inform the school if their child is going to absent or late, on every day that this applies. This can be done by telephoning the school on 01788 812549 option 1 and leaving a message for the Attendance Officer; by emailing [attendance@harris.covmat.org](mailto:attendance@harris.covmat.org) or by completing the 'Report Absence' form on our website, as soon as possible.

Should the school have not been notified by 10.00am on the first day of a child's absence, the Attendance Officer will acknowledge text/contact the child's parent/carer.

When a child is absent unexpectedly, the class teacher will record the absence in the register as N. The Attendance Officer will endeavour to contact the parent/carer to determine the reason for absence. Tutors will call parents of absence pupils on a weekly basis.

If there is any doubt about the whereabouts of a child, the class teacher should take immediate action by notifying the Attendance Officer and log absent child on the school internal truancy process for safeguarding sweep. The school will then be in contact straight away with the parent/carer, in order to check the safety of the child.

Parents are responsible for ensuring that the school's database is kept up to date by notifying the school as soon as possible if there are any changes in contact details or circumstances.

Parents should try to avoid any unnecessary absences by making medical appointments outside of the school day. Should this be unavoidable; medical appointment cards/letters should be provided to the school to authorise those absences.

## RESPONSE TO ABSENCE

The academy will follow up all absences and will ensure proper safeguarding action is taken where necessary. The academy will call, email or text the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason.

See Appendix A – Actions for Pupil Absent from School

If the academy cannot reach any of the pupil's emergency contacts, the school may carry out a supervised home visit to establish that the child is safe and/or contact will be made with supporting agencies for advice.

A contact will be made to 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 from the local authority.

See Appendix B – Attendance Tier Model

If a pupil is absent for 10 consecutive school days, the academy will contact the local authority attendance/children missing in education team. The academy will carry out reasonable and appropriate methods for ascertaining the whereabouts and safety of the pupil during the period of absence.

If a pupil is due to be or is absent with a medical condition or due to illness for a period of 15 days, the academy will report this absence to the local authority and work with the family to support their child's continued education. Please refer to the statutory guidance on education for [children with health needs who cannot attend school](#).

If a pupil is in the care of the local authority, the academy will inform the pupil's social worker and the Virtual Schools Head of their absence. If a child is being supported by the Youth Offending Team, the academy will contact the relevant key worker regarding the absence.

Registers are taken every lesson, within the first 10 minutes of the lesson. If a student is not present within the first 10 minutes of the lesson, the teacher reports them absent through the internal truancy process.

## ANALYSIS OF ATTENDANCE DATA

Poor attendance is often habitual, prevention and early identification are crucial: The key to this is regular data analysis to both identify and provide immediate additional support to pupils or pupil cohorts that need it, and to look at historic and emerging patterns across the academy. To achieve this, we:

- manage daily absence using the Bromcom
- analyse absence and lateness as part of our weekly, half-termly and annual procedures
- benchmark attendance data against local, regional and national levels to:
  - identify areas of focus for improvement.
  - monitor within the data the impact of attendance efforts, including any specific strategies implement
- identify patterns of absence and lateness for:
  - Individuals

- Class groups/year groups
- Vulnerable groups including SEN/PP/LAC/Previously LAC/ those with
- Identified medical needs & those with a social worker (including those undergoing a child and family assessment)
- Pupils with 'broken weeks'
- use the analysis of attendance and impact data to provide regular reports to Senior Leaders, the Local Governing Body and Trustees.
- identify the pupils who need support and focus staff efforts on developing targeted actions for those cases.
- triangulate attendance data with behaviour, safeguarding and SEND information.
- regularly inform parents of their child's attendance and absence levels.
- Actively encourage pupils and parents to aim for 97% plus attendance

We identify

- Weekly/seasonal patterns
- Days of poor attendance
- Patterns and the nature of unauthorised absence (patterns in the use of certain codes)

## **AUTHORISED AND UNAUTHORISED ABSENCE**

Headteachers may not grant any leave of absence to pupils during term time unless they consider there to be 'exceptional circumstances'. If you wish to apply for term time leave for exceptional reasons, then a 'Request for Absence Form', which is available on request, must be completed and submitted to the Headteacher. This must be done well in advance of the dates you are applying for absence. Please refer to the Department for Education working together guidance, referenced and linked in the legislation section of this policy for the latest guidance.

## **LEGAL SANCTIONS**

### **PENALTY NOTICES**

Penalty notices are issued to parents as an alternative to prosecution where they have failed to ensure that their child of compulsory school age regularly attends the school where they are registered. We work closely with Warwickshire Attendance Team.

A Penalty Notice can be considered by the academy if a pupil has had 10 sessions (a session is a morning or afternoon) of unauthorised absence in a rolling period of 10 school weeks. Unauthorised absence may also include unauthorised lates after the register has closed. The period of 10 school weeks can also span different terms or school years (e.g. 2 sessions of unauthorised absence in the Summer Term and a further 8 within the Autumn Term).

We will always consider the family circumstances, and whether further support or one of the other legal interventions would be more appropriate. We may consider issuing a Notice to Improve in line with processes set out in the Local Code of Conduct for the local authority, giving parents a 3-6 week opportunity to improve their child's attendance.

A Penalty Notice will always be issued for unauthorised term time holidays.

From September 2024 only 2 penalty notices can be issued to the same parent in respect of the same child within a 3 year rolling period and any second notice within that period is charged at a higher rate.

- The first penalty notice issued to a parent in respect of a particular pupil will be charged at £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days.
- A second penalty notice issued to the same parent in respect of the same pupil is charged at a flat rate of £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 issue of the first. In a case where the national threshold is met for a third time (or subsequent times) within those 3 years, alternative action should be taken instead. This will often include considering prosecution but may include other tools such as one of the other attendance legal interventions.

In cases where a pupil has moved school or local authority area in the previous 3 years an additional check will be made to try and ascertain whether previous penalty notices have been issued to the parent in respect of the pupil.

Harris Church of England Academy will work with the local authorities to make use of the full range of legal interventions rather than relying solely on penalty notices or prosecution. These are:

[Attendance contracts](#)

[Education supervision orders](#)

[Attendance prosecution](#)

[Parenting orders](#)

[Penalty notices](#)

However, our aim is always to work with parents/carers and the pupil to support them in improving their attendance in preference to following legal routes.

## **BUILDING PARTNERSHIPS WITH FAMILIES**

Harris Academy has a clear mission to engage with parents and work together to develop strategies where the child is at the centre. This can involve liaising with all levels of staff on a regular basis such as Tutors, Heads of Year, Attendance Leads and Senior Leadership. This working in partnership model allows us to develop ideas, request support from external agencies where needed and ensure the child's voice and needs are met.

Our Welfare & Attendance Manager is in daily contact with families to build trust and communication with our most vulnerable families and ensure they have someone to talk to and raise concerns with. Home visits, meetings in school & visits to alternative providers are just some elements of the Attendance strategy that gives the personal touch to our families.

## **HARRIS ACADEMY ATTENDANCE STRATEGY**

At Harris it is key that we incentivise and promote good attendance. We do this by creating the culture of conversation around attendance and all students understanding what their attendance currently is and their target attendance. We provide the following reward scheme for our students:

- Contacts home a half term to congratulate on 97% + attendance.
- Year 7 & 8 placemats

- Certificates at the end of each half term for 97%+ attendance along with prize draw winners across each year group.
- Awards for highest tutor group in each year group each half term & ownership of the Attendance Cup!
- Awards for the most improved tutor group each half term.
- Specific rewards for PA students who improve
- Additional HAPS for 100% attendance each week.
- Additional HAPS for 100% attendance on PAP plans.
- Half term challenges to encourage students struggling with attendance

All staff on a weekly basis utilise data to target the different layers of attendance barriers using targeted intervention levels to ensure everyone is working in partnership and it is a whole school effort. Fig 1 below is an example of which staff are involved at each data point across the school.

| Gold | Green     | Amber                   | Purple                                                            | Blue                                                                                                   | Red    | Grey |
|------|-----------|-------------------------|-------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|--------|------|
| 100% | 99.9-97.% | 96.9-92.1%              | 92-90.1%                                                          | 90-88.1%                                                                                               | 88-85% | <85% |
|      |           | Heads of Year<br>Tutors | Heads of Year<br>Tutors<br>Heads of Department<br>Attendance Team | Attendance Team<br>Heads of Year<br>Heads of Department<br>Tutor Conversations<br>SLT<br>Pastoral Team |        |      |

All staff are provided with up-to-date data each Monday morning of both the whole school attendance against national & each student's current attendance. This helps support structured conversation during tutor times for Tutors and for Heads of Year to create targeted plans with parents for persistently absent students with the support from the attendance team.

Once a half term, staff also receive a “days lost” to identify the increase or decrease of a student's attendance performance and how many days this equates to. Heads of Department are accountable for plans in place to reduce the impact of lost days and learning for pupils who are persistently absence.

Student attendance is tracked throughout the year and, as part of the universal approach, attendance data is collated at half-termly intervals. At each of these points, attendance figures are shared with parents and students, and a conversation will happen with an appropriate member of staff as follows:

- Good attendance or low-level attendance concerns – form tutor conversation, family engagement and target (if appropriate).
- Persistent to medium-level attendance concerns (PA) – Head of Year / Pastoral team intervention including tutor conversation and target.
- Continuing persistent concerns (PA) – Senior Leadership Team intervention including tutor conversation and target.
- High level PA and SA – Attendance Team / WAS intervention including tutor conversation and target.
- The conversations and targets will be tracked, leading to either improved attendance or escalation of the matter. Stage letters are detailed in the appendices.
- Weekly SLT meetings specifically to look at Safeguarding and Attendance

The attendance team meet with our local authority attendance champion every 6 weeks to discuss high profile attendance issues and where additional support from external agencies are also needed.

As part of the safeguarding strategy – WAS is also included in safeguarding discussions where attendance is also a concern to provide a multi-agency response.

### **SUPPORTING SEND PUPILS' ATTENDANCE or THOSE WITH MENTAL OR PHYSICAL ILLNESS**

Harris Church of England Academy will consider, in line with the requirements of the [Equality Act 2010](#), and the DfE's Working together to improve attendance (2024) the support for pupils with special educational needs and disabilities where it is deemed appropriate. A reasonable adjustment is not the same as lowering expectations; it means that some pupils need additional support to ensure that they meet the high expectations required of all pupils. Low attendance will be referred to the Local Authority in line with our statutory obligations.

Where a pupil has an Educational Health Care Plan (EHCP), the academy will report a decline in attendance to the local authority or where barriers to attendance are identified. The local authority may then decide to review the EHCP and make amendments if appropriate. Please see further details on [SEN support](#).

Pupils who are struggling with their mental or physical health are still expected to attend the academy who will make every effort to mitigate the barriers to the attendance. The Attendance Champion, Safeguarding Lead and Inclusion Lead will work with the pupil (if appropriate), parents/carers and possibly external partners in creating an effective plan of support.

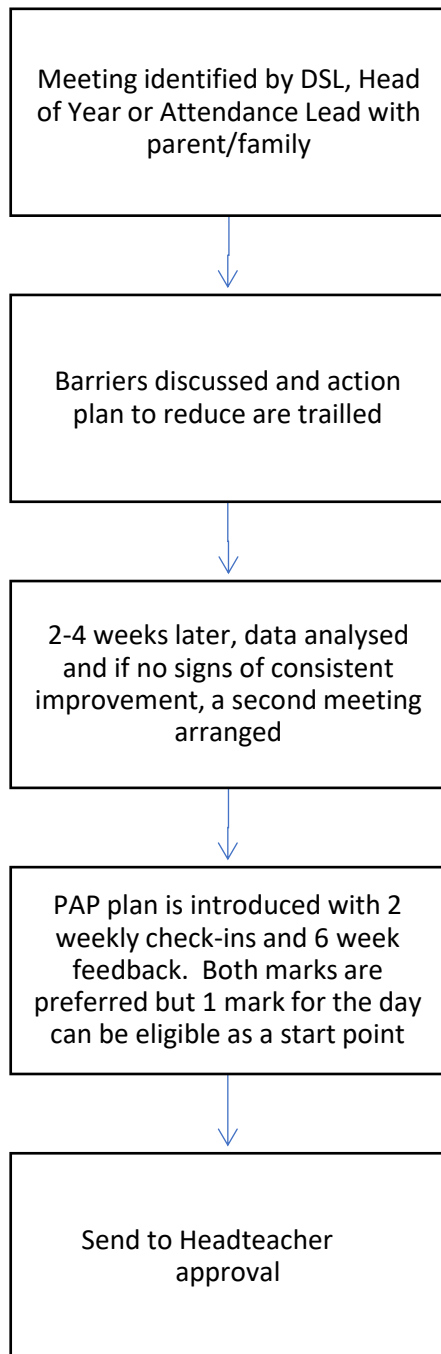
### **PARTIAL TIMETABLES**

In very exceptional circumstances, where it is in a pupil's best interests, there may be a need for a school to provide a pupil with a temporary part-time timetable to meet their individual needs. For example, where a medical condition prevents a pupil from attending.

Partial timetables are time limited and agreed with parents/carers, are regularly reviewed and are a clear plan for the reintegration for the pupil to return to full time attendance. If this fails we will continue to follow our statutory obligations with regards to reporting to the Local Authority.

### **SUPPORT AND ADVICE**

Warwickshire Attendance Service (WAS)  
Warwickshire County Council  
Families First  
FIS  
Early Support





## APPENDIX A

### Actions for Pupil Absent from School

We must always remember that children present in school are safe children. If a child is absent this *can be* a safeguarding concern. We have a duty of care and we are required to know where children are if they are absent from school and the reason for absence. Parents are required to inform the school of any absence, the reason for absence and must contact the school every day of absence.

When a pupil is absent from school and we have *not* received any contact from parents/carers with a reason for absence the following route will be followed.

| Day | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1   | <p>Text or email message sent by 10:00 a.m. re absence to ALL absentees</p> <p>Phone calls home in order of priority (CP, CIN, PA pupils, SEND) made from 9:00 a.m. Calls made by Attendance Officer, Heads of Year, or the DSL if appropriate. This links to the safeguarding watchlist.</p> <p>Marks:</p> <ul style="list-style-type: none"><li>• Where a valid reason is given by parent/carers the correct code will be entered in Schoolbase</li><li>• Where no reason is yet established the mark will remain as an N</li></ul> <p>If no reason has been established by 11:30 p.m. further contact is made (safeguarding focus) and the pupil is identified as a priority call if absent the following day.</p> <p>If there are safeguarding concerns about the child or family Children's Social Care will be contacted. The police will be contacted and asked to complete a welfare visit if appropriate.</p> <p>Log contact with parents re absence on CPOMS if no contact has been made on first day of absence.</p> |
| 2   | <p>If the pupil is absent for a second day and no contact has been received Contact 2 is sent by 10:00 a.m. This text highlights the school's concerns re safeguarding and their duty of care.</p> <p>E-mail is also sent to parent contact details.</p> <p>If there are no immediate safeguarding concerns, the parental contact will be recorded on CPOMS.</p> <p>If there are safeguarding concerns Children's Social Care will be contacted again, or the police will be asked to complete a welfare visit.</p> <p>Marks:</p> <ul style="list-style-type: none"><li>• Where a valid reason is given by parent/carers the correct code will be entered in Schoolbase.</li><li>• Where no reason is yet established the mark will remain as an N</li></ul> <p>If no reason has been established by 11:30 a.m. further contact is made (safeguarding focus). This text informs the parent/carers that the police or Children's Social Care will be contacted</p>                                                               |
| 3   | <p>If the pupil is absent for a third consecutive day and no contact has been received to give reason for the absence, parents are contacted or a home visit is made.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <p>If no contact has been made with parents, emergency contact numbers will be used to find a reason for the pupil's continued absence.</p> <p>Contact is made with Children's Social Care for advice and guidance.</p> <p>Marks:</p> <ul style="list-style-type: none"> <li>• Where a valid reason is given by parent/carer the correct code will be entered in Schoolbase</li> <li>• Where no reason is yet established the mark will be changed to an <b>O</b> – an unauthorised absence.</li> </ul> <p>Log parental and other family contact and any concerns on CPOMS</p> |
|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|



## APPENDIX B

|                                | Tier 1                                                          | Tier 2                                      | Tier 3                                                                                                                                | Tier 4                                                                                                                                         | Tier 5                                                                                                              | Tier 6                                                                                                                             | Tier 7                                                                                                        |
|--------------------------------|-----------------------------------------------------------------|---------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|
| <b>Attendance</b>              | 100%                                                            | 99.99%-97%                                  | 96.99%-92.01%                                                                                                                         | 92%-90.01%                                                                                                                                     | 90%-88%                                                                                                             | 88%-85.01%                                                                                                                         | 85% and below                                                                                                 |
| <b>Rating</b>                  | Outstanding                                                     | Amazing                                     | Dropped just below target of 97%<br>Checking for concern                                                                              | At risk of becoming Persistently Absent                                                                                                        | Persistently Absent                                                                                                 | Persistently Absent                                                                                                                | Serious Concern                                                                                               |
| <b>Stage Action</b>            | 100% Communication                                              | 97%+ Communication                          | Stage 1                                                                                                                               | Stage 2                                                                                                                                        | Stage 3                                                                                                             | Stage 4                                                                                                                            | Stage 5                                                                                                       |
| <b>Contact</b>                 | <b>Attend</b><br>(automatic)                                    | <b>Attend</b><br>(automatic)                | <b>Attend</b> automated message and a phone call from <b>tutor</b> in case of possible concern                                        | <b>HOY/Attendance Team Meeting</b>                                                                                                             | <b>HOY/Attendance Team Meeting</b>                                                                                  | <b>HOY/Attendance Team Meeting</b>                                                                                                 | <b>HOY/Attendance Team Meeting WAS Referral</b>                                                               |
| <b>Frequency of Monitoring</b> | Half Termly                                                     | Half Termly                                 | Flagged to begin monitoring                                                                                                           | Regular Monitoring                                                                                                                             | Regular Monitoring                                                                                                  | Regular Monitoring                                                                                                                 | Regular Monitoring                                                                                            |
| <b>Action Intervention</b>     | Rewards and Recognition<br><br>100% Half term Attendance Raffel | Rewards and encouragement to stay above 97% | Automated message includes how many days and lessons missed so far.<br><br>Parents contacted by tutor if there is a cause for concern | Invite for meeting<br><br>Set 6-week plan targets<br><br>Offer Early Help<br><br>Open with WAS<br><br>Follow up letters from HOY after meeting | Failed Target<br><br>Invite for meeting<br><br>Set 6-week plan targets<br><br>Offer Early Help<br><br>Open with WAS | Action plan and medical evidence of absence if needed.<br><br>Academy panel meeting if no improvement<br><br>Early help<br><br>WAS | Final Letter<br><br>Referred to WAS and case created for prosecution<br><br>Final meeting with SLT Attendance |



## My Attendance Placemat – Term



### Track Your Attendance:

- Mark yourself Present (P) if you are in school in the morning (am).
- Mark yourself Present (P) if you are in school after lunch (pm).
- Mark yourself Absent (A) if you are not in school at any of these times.
- Write down your percentage attendance at the end of the week using the information your tutor provides.

| Dates | Monday |    | Tuesday |    | Wednesday |    | Thursday |    | Friday |    | Current % | Colour? |
|-------|--------|----|---------|----|-----------|----|----------|----|--------|----|-----------|---------|
|       | am     | pm | am      | pm | am        | pm | am       | pm | am     | pm |           |         |
|       | am     | pm | am      | pm | am        | pm | am       | pm | am     | pm |           |         |
|       | am     | pm | am      | pm | am        | pm | am       | pm | am     | pm |           |         |
|       | am     | pm | am      | pm | am        | pm | am       | pm | am     | pm |           |         |
|       | am     | pm | am      | pm | am        | pm | am       | pm | am     | pm |           |         |
|       | am     | pm | am      | pm | am        | pm | am       | pm | am     | pm |           |         |
|       | am     | pm | am      | pm | am        | pm | am       | pm | am     | pm |           |         |

### Levels of Attendance:

You need to attend school for 38 weeks or 190 days per year. That means you already have 14 weeks when you do not attend school. Everyone is aiming for Gold (100%) attendance. All students should be either Green or Gold (above 95%). Every half-day of absence brings your attendance down. If you have 90% attendance you are absent ½ day every week. Would you employ someone who missed half a day every week? If you have 95% attendance it means you are absent 1 day in every 4 weeks. If you are absent for 2 weeks (10 school days) for any reason, you will not be able to get your attendance above 95% for the year. Every day counts!

| Gold | Green    | Amber      | Purple   | Blue     | Red    | Grey |
|------|----------|------------|----------|----------|--------|------|
| 100% | 99.9-97% | 96.9-92.1% | 92-90.1% | 90-88.1% | 88-85% | <85% |

What colour is your attendance?

### Your Details:

Name:

Tutor  
Group:

### Important Attendance Messages

Students who attend less, achieve lower grades than expected

Poor attendance can affect how well you can read (and you need to be able to read well throughout life)

Every day you are absent, you miss 5 hours of learning. If you are absent for 10 days a year you will have missed 50 hours of learning.

Is it possible to catch-up?

10 days of absence in a year gives you an attendance of 95%

A Persistent Absentee (PA) is a student whose attendance is less than 90%

If you arrive 30 minutes late for period 1 twice a week you will miss 39 hours of education throughout the year

**Your Absences:** Record your absences and meetings in the table below.  
We hope that you do not need any more space in this table, but if you do please ask your tutor for additional paper.

| Date(s) of Absence | Reason* | Meeting with Tutor/HoY?                                     |
|--------------------|---------|-------------------------------------------------------------|
|                    |         | Yes <input type="checkbox"/><br>No <input type="checkbox"/> |
|                    |         | Yes <input type="checkbox"/><br>No <input type="checkbox"/> |
|                    |         | Yes <input type="checkbox"/><br>No <input type="checkbox"/> |
|                    |         | Yes <input type="checkbox"/><br>No <input type="checkbox"/> |
|                    |         | Yes <input type="checkbox"/><br>No <input type="checkbox"/> |
|                    |         | Yes <input type="checkbox"/><br>No <input type="checkbox"/> |

*\*write 'Confidential' if you are not comfortable with writing the reason here*

| Meeting | Date | Percentage Attendance | Meeting With | Attendance Plan             |
|---------|------|-----------------------|--------------|-----------------------------|
| Stage 2 |      |                       |              | Target = 97%                |
| Stage 3 |      |                       |              | Attendance Improvement Plan |
| Stage 4 |      |                       |              | Attendance Contract         |
| Stage 5 |      |                       |              | Attendance Contract         |

**Your Attendance Meetings:** Record the details of any meetings above

**Your Calendar:** Record any important dates here. e.g. week themes/assessments/Parents' evenings.

| Monday | Tuesday | Wednesday | Thursday | Friday |
|--------|---------|-----------|----------|--------|
|        |         |           |          |        |
|        |         |           |          |        |
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## APPENDIX C

| Code                                                                 | Definition                                                                                                                     |
|----------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|
| /\                                                                   | Present. / Morning \ Afternoon                                                                                                 |
| L                                                                    | Late arrival before the register is closed.                                                                                    |
| <b>Attending a place other than the school</b>                       |                                                                                                                                |
| K                                                                    | Attending education provision arranged by the local authority.                                                                 |
| V                                                                    | Attending an educational visit or trip.                                                                                        |
| P                                                                    | Participating in a sporting activity.                                                                                          |
| W                                                                    | Attending work experience.                                                                                                     |
| B                                                                    | Attending any other approved educational activity.                                                                             |
| D                                                                    | Dual registered at another school.                                                                                             |
| <b>Leave of Absence</b>                                              |                                                                                                                                |
| C1                                                                   | Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.       |
| M                                                                    | Leave of absence for the purpose of attending a medical or dental appointment.                                                 |
| J1                                                                   | Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution. |
| S                                                                    | Leave of absence for the purpose of studying for a public examination.                                                         |
| X                                                                    | Non-compulsory school age pupil not required to attend school.                                                                 |
| C2                                                                   | Leave of absence for a compulsory school age pupil subject to a part-time timetable.                                           |
| C                                                                    | Leave of absence for exceptional circumstance.                                                                                 |
| <b>Absent - other authorised reasons</b>                             |                                                                                                                                |
| T                                                                    | Parent travelling for occupational purposes.                                                                                   |
| R                                                                    | Religious observance.                                                                                                          |
| I                                                                    | Illness (not medical or dental appointment)                                                                                    |
| E                                                                    | Suspended or permanently excluded and no alternative provision made.                                                           |
| <b>Absent - unable to attend school because of unavoidable cause</b> |                                                                                                                                |
| Q                                                                    | Unable to attend the school because of a lack of access arrangements.                                                          |
| Y1                                                                   | Unable to attend due to transport normally provided not being available.                                                       |
| Y2                                                                   | Unable to attend due to widespread disruption to travel.                                                                       |
| Y3                                                                   | Unable to attend due to part of the school premises being closed.                                                              |
| Y4                                                                   | Unable to attend due to the whole school site being unexpectedly closed.                                                       |
| Y5                                                                   | Unable to attend as pupil is in criminal justice detention.                                                                    |
| Y6                                                                   | Unable to attend in accordance with public health guidance or law                                                              |
| Y7                                                                   | Unable to attend because of any other unavoidable cause.                                                                       |
| <b>Absent - unauthorised absence</b>                                 |                                                                                                                                |
| G                                                                    | Holiday not granted by the school.                                                                                             |
| N                                                                    | Reason for absence not yet established.                                                                                        |
| O                                                                    | Absent in other or unknown circumstances.                                                                                      |
| U                                                                    | Arrived in school after registration closed.                                                                                   |
| <b>Administrative codes</b>                                          |                                                                                                                                |
| Z                                                                    | Prospective pupil not on admission register.                                                                                   |
| #                                                                    | Planned whole school closure.                                                                                                  |

## Appendix D

**This document is to be utilised within the SCHOOL'S Attendance Policy; it is advised that this is not changed.**

### Leave of Absence

- The law states a leave of absence may only be granted by a school if an application is made in advance and if it considers there are exceptional circumstances relating to the application.

### Expectations

- A leave of absence is granted entirely at the school's discretion. Permission for a Leave of Absence from a school may only be given by a person who the school's proprietor has authorised to do so (an authorised person).
- Schools must judge each application individually considering the specific facts and circumstances and relevant background context behind each request.
- Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance.
- Where a leave of absence is granted, the school will determine the number of days a pupil can be absent from school.
- When making an application for Leave of Absence parents are advised to give sufficient information and time to allow the Head teacher the opportunity to consider all the exceptional circumstances and to notify the parents of their decision. The school may also request further information on the application and supporting documentation where appropriate.
- It is advised that if the resident parent has not received notification or a response regarding the leave of absence application, it is their responsibility to ascertain if the leave is authorised prior to the start of the leave.
- The school can only consider applications for Leave of Absence which are made by the resident parent. i.e the parent with whom the child normally resides.
- Where applications for Leave of Absences are made in advance and refused, the child is expected to be in school on the dates set out in the application. If the child is absent during that period, it will be recorded as an "unauthorised" absence. Where a leave of absence is requested but additional days take either prior to or after the request, they may be considered as part of the leave of absence.
- Leave of Absences which are not made in advance cannot be authorised in line with legislation. This will result in the absence being recorded as 'unauthorised'.
- All matters of unauthorised absence relating to a Leave of Absence will be referred to the Warwickshire Attendance Service of Warwickshire County Council. Penalty notices are issued in accordance with Warwickshire County Council's Code of Conduct for Penalty Notices and in the first instance, as an alternative to prosecution proceedings.
- Where a Penalty Notice is not paid within the timeframe set out in that Notice, the matter will be referred to Warwickshire County Council's Legal Services to consider instigating criminal prosecution proceedings under S444 of Education Act 1996.

**The law relating to Penalty Notices changed with effect from 19 August 2024. Therefore, Penalty Notices issued for Leave of Absence taken from September 2024 will be issued in accordance with the updated legislation.**

Penalty Notices are issued to each parent of each absent child, (for example 2 children and 2 parents, means each parent will receive 2 invoices – 4 in total).

- First Leave of Absence Offence: The amount of £160 to be paid within 28 days, this is reduced to £80 each child if paid within 21 days.
- Second Leave of Absence Offence within a 3-year period (from the date of issue of the first penalty notice): The amount of £160 paid within 28 days. No reduced amount.
- Third Leave of Absence offence within a 3-year period (from the date of issue of the first penalty notice). A Penalty Notice will not be issued, and the matter will be referred to Warwickshire County Council's Legal Services to consider instigating criminal prosecution proceedings under S444 of Education Act 1996.