



Attendance Policy

Date for full implementation

November 2024

Date of review

November 2025 (or earlier if considered necessary)

Chair of Governors

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1. Aims

We are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

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

We will also promote and support punctuality in attending lessons.

Why attendance matters:

From the DFE guidance: **“The pupils with the highest attainment at the end of key stage 2 and key stage 4 have higher rates of attendance over the key stage compared to those with the lowest attainment.”**

“For the most vulnerable pupils, regular attendance is also 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. This includes crime (90% of young offenders had been persistently absent)³ and serious violence (83% of knife possession offenders had been persistently absent in at least 1 of the 5 years of study).

2. Legislation and guidance

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.

3. Roles and responsibilities

3.1 The governing board

The governing board is 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

The Grange Casc Committee will require a brief attendance report at each meeting with the Grange attendance figures contrasted with National current levels of attendance. They will also require number of children, with Persistent absence ie below 90% (not percentage but number) to see that this number is continuously reducing and the report will include account of actions for each child within the PA zone – this should be tracked to show when children have successfully come off the list and entered the list.

3.2 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 The designated senior leader responsible for attendance (included within Safeguarding)

The designated senior leader is responsible for:

- Leading attendance across the school
- Offering a clear vision for attendance improvement which will be referred to and implemented in the Radar weekly meetings
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis

- Devising specific strategies to address areas of poor attendance identified through data
- Delivering targeted intervention and support to pupils and families

The designated senior leader responsible for attendance is the Headteacher and can be contacted via 0208 422 5070

3.4 The attendance officer

The school attendance officer is responsible for:

- Arranging calls and meetings with parents to discuss attendance issues
- 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. This is particularly done in the weekly Radar meeting which are attended by the attendance officer
- Working with education welfare officers to tackle persistent absence
- Recommending, notifying and advising the Headteacher when to issue fixed-penalty notices

The attendance officer can be contacted via 0208 422 5070

3.5 Class teachers/support leaders

Class teachers/support leaders are responsible for recording attendance on a daily basis in the register, using the correct codes, and submitting this information to the school office twice daily at the beginning of the morning session and afternoon session (by 8.45am for the morning session and 1.30 for the afternoon session on the day).

3.6 School admin/office staff

School admin/office staff will:

- Take calls from parents and pupils about absence on a day-to-day basis and record it on the school system
- Transfer calls from parents and pupils to the attendance officer in order to provide them with more detailed support on attendance

3.7 Parents/carers

Parents/carers are expected to:

- Make sure their child attends every day for both morning and afternoon session on time. This is for the 8.30am start of the day ready to go into class.
- Call the school to report their child's absence before 9am] on the day of the absence and each subsequent day of absence, and advise when they are expected to return
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where ever possible, appointments for their child are made outside of the school day

3.8 Pupils

Pupils are expected to:

- Primary schools - attend school every day on time

4. Recording attendance

4.1 Attendance register

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

We will take our attendance register at the start of the first session of each school day and once during the second session. 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 not ➤
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 3 years after the date on which the entry was made.

Pupils must arrive in school by 8.30am on each school day.

The register for the first session will be taken at 8.30am and will be kept open until 8.45am. The register for the second session will be taken when the children come in after the lunch session at 1pm and will be kept open for 15 mins after the beginning of the registration slot (starting 1pm or 1.30pm)

4.2 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 9am or as soon as practically possible by calling the school office staff (see also section 7).

We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness. We will require subsequent proof provided such as an appointment card or showing us the text notification of the appointment

As such, 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.

4.3 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. Please do that via the office either in person or by phone ensuring that you provide the full name of your child and which year group and class that they are in.

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

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

4.4 Lateness and punctuality

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code

We will track punctuality and the attendance officer will initiate conversations with parents/carers to identify barriers and to collaboratively resolve the obstacles so that children are attending on time

4.5 Following up unexplained absence

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

- Call the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school may contact other parents/carers that are known to be in contact with the family. We may also contact the LA to discuss the case. Parents/Carers repeatedly not answering calls from schools is obviously very serious and we may escalate the situation in the best interests of the child including making a referral for children missing in education to the Harrow MASH (multi-agency safeguarding hub) team
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session
- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer from the LA

4.6 Reporting to parents/carers

The school will regularly inform parents about their child's attendance and absence levels via an annual written report and verbal regular and immediate (within a week) communication for any child falling below the threshold of 90% attendance.

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

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

We define 'exceptional circumstances' for example as Parents/Carers having to attend to significant and important matters such as family funeral and not able to safely leave the child to attend school

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least 2 weeks before the absence, and ensuring communication with the attendance officer by appointment via the office. The headteacher may require evidence to support any request for leave of absence.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart
- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, barges (occupational boat

dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision

5.2 Legal sanctions

The school or local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a fine, or penalty notice, each parent must pay £160 within 28 days or reduced to £80 within 21 days. The payment must be made directly to the local authority.

Penalty notices can be issued by a headteacher, local authority officer or the police.

The decision on whether or not to issue a penalty notice may take into account:

- The number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where an excluded/suspended pupil is found in a public place during school hours without a justifiable reason

If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

6. Strategies for promoting attendance

Our school has a 100% attendance Tea with the HT event and parents/carers are invited to celebrate – for transparency and fairness we offer the 100% only for physical 100% and do not make exceptions for sickness or religious reasons (we believe that by offering it termly – it gives the children a chance to attend in the next term if they miss due to circumstances beyond their control)

We do not offer attendance rewards per se as often attendance is not in the hands of the children and we do not feel it is a fair collective reward

We also aim to improve attendance by offering support with breakfast club/after school club, presence of SLT at morning gate reminding about start time & importance of punctuality, informal meetings with parents to find out barriers and occasional home visits.

We also enrich the curriculum with themed days and events to encourage the children to be excited and not want to miss school

7. Attendance monitoring

Our Attendance officer monitors attendance within the safeguarding monitoring system and any child on the safeguarding monitoring register is given higher profile and their attendance is monitored and followed up directly by the attendance officer.

As the majority of our school have overseas family, we encourage direct conversation with the attendance officer when family emergencies or suchlike may affect attendance.

We plan child by child for children vulnerable to fall into persistent absence category (tracked in the radar meeting) and will assign eg key members of staff to welcome the child at the start of the day.

We will also collaboratively initiate transition routines to get them into school by working with parents

7.1 Monitoring attendance

The school will:

- Monitor attendance and absence data 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

Pupil-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average, and share this with the governing board.

7.2 Analysing attendance

The 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

The school will:

- Provide regular attendance reports to class teachers, and other school leaders, to facilitate discussions with pupils and families
- The school holds a special radar meeting weekly led by the DSL with a standing agenda item focused on attendance which highlights children with concern regarding attendance and we track those children to see that trends are improving and offer bespoke support such as Early help; food bank; breakfast club and after school; clubs without charging and other appropriate help
- 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
- 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
- Provide access to wider support services to remove the barriers to attendance including
- Early support
- Key staff to manage transition into school routines
- Collaboration with parents and carers to plan successful attendance
- Maintain an ARMS provision ('Nebula' centre) to ensure children finding the classroom challenging and overwhelming (eg due to sensory overload or ASD) are able to learn and make progress in an adapted environment accessing the curriculum planned by teachers

Our Attendance officer also works with the Headteacher to improve the most persistent and severe of cases through discussion, invitation to meetings and if necessary formal written communication warning of fines and escalation

8. Monitoring arrangements

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

9. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy

Appendix 1: attendance codes

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

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration

L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J1	Interview	Pupil has an interview with a prospective employer/educational establishment
K	Attending Education provision arranged the LA	Approved Education Activity (Counts as present)
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
C1	Authorised absence	Performance or regulated employment abroad
C2	Authorised absence	Compulsory school age pupil subject to part time timetable
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment
Q	Authorised Absence	Lack of access arrangements
R	Religious observance	Pupil is taking part in a day of religious observance

S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and traveller absence	Pupil from a traveller community is travelling, as agreed with the school
Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed

Code	Definition	Scenario
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y1	Not counted in possible attendances	Unable to attend due to transport normally provided not been available
Y2	Not counted in possible attendances	Unable to attend due to widespread travel disruption
Y3	Not counted in possible attendances	Unable to attend due to part of the school premises being closed Unable to attend due to the whole school site
Y4	Not counted in possible attendances	Unable to attend due to the whole school site being unexpectedly closed
Y5	Not counted in possible attendances	Unable to attend in accordance with public health guidance or law
Y6	Not counted in possible attendances	Unable to attend because of any other unavoidable cause
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day