



# **Attendance Policy 2025 - 2026**

**“Work hard, be kind and push yourself.”**

## POLICY REVIEW AND AMENDMENT LOG

**Status & review cycle:** Statutory; annual

**Next review date:** September 2025

<b>Reviewed By:</b>	<b>Review Date</b>	<b>Reviewing Governor</b>	<b>Date Approved by Governing Body</b>
James Grant Duff	September 2017	Bob Arnold	12/10/2017
James Grant Duff	June 2018	Bob Arnold (EWG)	21/06/2018
Ed Moulton	July 2019	Bob Arnold	26/09/2019
Anna Wallis	August 2020	Mick Michell	08/12/2020
Anna Wallis	August 2021	Mick Michell	20/10/2021
Anna Wallis	July 2022	Mick Michell	07/07/2022
Rebecca Francis	July 2023	Jo Oliver	
Mollie Robberts	July 2024	Jo Oliver	13/11/2024
Mollie Robberts	July 2025	Jo Oliver	18/11/2025

## Introduction

At Kings we are committed to the education and welfare of our students. We firmly believe that all students benefit from regular school attendance, and we expect excellent attendance for every student as accepting anything less means letting students and families down. To this end, we will work with families to ensure that the students achieve maximum possible attendance and that any problems that prevent full attendance are identified and acted on with the co-operation of family and the additional support, where necessary, of the Local Authority Surrey Attendance Service (SAS).

This policy aims to show our commitment to meeting our obligations with regards to school attendance, including those laid out in the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#), through our whole-school culture and ethos that values good attendance, including:

In this policy statement we set out how Kings will:

- Set high expectations for the attendance and punctuality of all students
- Promote good attendance and the benefits of good attendance
- Reduce absence, including persistent and severe absence
- Ensure every student has access to the full-time education to which they are entitled
- Act early to address patterns of absence
- Build strong relationships with families to make sure students have the support in place to attend school

## Legislation and guidance

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

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

It also refers to:

- [School census guidance](#)
- [Keeping Children Safe in Education](#)

The law regarding **regular attendance and punctuality**:

Under Section 7 of the Education Act 1996, parents of a child of compulsory school age are under a legal duty to ensure that their children receive full-time education; and, that they have a legal duty to ensure the regular attendance and punctuality of that child at the school where he/she is a

registered student. If a child of compulsory school age who is registered at a school fails to attend regularly at the school, then the parent is guilty of an offence under Section 444 of the Education Act 1996.

We are obliged to follow the government guidelines, clarified in 2024, which state that any time taken off during term time will be unauthorised and parents or carers liable to a penalty notice unless exceptional circumstances apply.

## Roles and responsibilities

### The Governing Board

The governing board is responsible for:

- Setting high expectations of all school leaders, staff, students and parents
- Making sure school leaders fulfil expectations and statutory duties, including:
  - Making sure the school records attendance accurately in the register, and shares the required information with the DfE and local authority
  - Making sure the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific students, where appropriate
- Recognising and promoting the importance of school attendance across the school's policies and ethos
- Making sure the school's attendance management processes are delivered effectively, and that consistent support is provided for pupils who need it most by prioritising staff and resources
- Making sure the school has high aspirations for all students, but adapts processes and support to students' individual needs
- Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual students or cohorts who need it most
- Working with school leaders to set goals or areas of focus for attendance and providing support and challenge
- Monitoring attendance figures for the whole school and repeatedly evaluating the effectiveness of the school's processes and improvement efforts to make sure they are meeting students' needs
- Where the school is struggling with attendance, working with school leaders to develop a comprehensive action plan to improve attendance
- Making sure all staff receive adequate training on attendance as part of the regular continued professional development offer, so that staff understand:
  - The importance of good attendance
  - That absence is almost always a symptom of wider issues
  - The school's legal requirements for keeping registers
  - The school's strategies and procedures for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific pupils, where appropriate

- Making sure dedicated training is provided to staff with a specific attendance function in their role, including in interpreting and analysing attendance data
- Sharing effective practice on attendance management and improvement across schools
- Holding the headteacher to account for the implementation of this policy
- The link governor is responsible for meeting with the Senior Lead responsible for attendance on a termly basis.

## **The Principal**

The principal is responsible for:

- The implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual students
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary, and/or authorising the designated senior lead responsible for attendance to be able to do so
- Ensuring suitable staff are working with the parents of students with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for students with SEND, including where school transport is regularly being missed, and where students with SEND face in-school barriers
- Ensuring staff are communicating with the local authority when a pupil with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the student's needs
- Communicating the school's high expectations for attendance and punctuality regularly to students and parents through all available channels
- Sharing information from the school register with the local authority, including:
  - Notifying the local authority when a pupil's name is added to or deleted from the school admission register outside of standard transition times
  - Providing the local authority with the details of pupils who fail to attend school regularly, or who have been marked with an unauthorised absence for a continuous period of 10 school days
  - Providing the local authority with the details of pupils who the school believes will miss 15 days consecutively or cumulatively because of sickness

## **The designated senior leader responsible for attendance**

The designated senior leader is responsible for:

- o Leading, championing and improving attendance across the school
- o Setting a clear vision for improving and maintaining good attendance
- o Evaluating and monitoring expectations and processes
- o Having a strong grasp of absence data and oversight of absence data analysis
- o Regularly monitoring and evaluating progress in attendance
- o Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff
- o Liaising with pupils, parents/carers and external agencies, where needed
- o Building close and productive relationships with parents to discuss and tackle attendance issues
- o Creating intervention or reintegration plans in partnership with pupils and their parents/carers
- o Delivering targeted intervention and support to pupils and families
- o Monitoring school-level absence data and reporting it to governors

The designated senior leader responsible for attendance is Vice Principal, Mrs Robberts and can be contacted via email [m.robber@kingscollegeguildford.com](mailto:m.robber@kingscollegeguildford.com)

## **The Attendance Officer**

The school attendance officer is responsible for:

- o Monitoring and analysing attendance data
- o Benchmarking attendance data to identify areas of focus for improvement
- o Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance, and the headteacher
- o Work with families to make them aware of changes in students attendance using agreed school approaches
- o Working with key staff to complete home visits to support families to improve students' attendance
- o Working with key staff and families to set rigorous targets to improve students' targets, including the creation of attendance contracts.
- o Working with Surrey school attendance staff to tackle persistent absence
- o Advising the headteacher/ designated senior leader (authorised by the principal) when to issue fixed-penalty notices

The attendance officer is Mrs Taylor-Oakey and can be contacted via email [k.taylor-oakey@kingscollegeguildford.com](mailto:k.taylor-oakey@kingscollegeguildford.com)

## **Form tutors, classroom teachers and wider staff team**

Form tutor, classroom staff and wider staff team are responsible for:

- Form Tutors are responsible for recording attendance for morning sessions and classroom teachers are responsible for recording afternoon sessions daily, using the correct codes (see Appendix 1). Registers will be taken within the first 10 minutes of the lesson or form time
- Have conversations with students regarding their absence and feedback to pastoral leads
- Create a culture of good attendance and promote the benefits to all students
- Provide a welcoming and safe learning environment
- Inform Reception if a student who has registered in school has not arrived at their lesson and no information of their whereabouts has been provided
- Make contact with family if they are concerned about a student's absence from school because of the amount of curriculum being missed
- Always check that a student has signed in at main reception, if a student arrives late to the lesson and says that they have just arrived in school

## School office staff

School office staff will:

- Take calls from families about absence on a day-to-day basis and record it on the school system
- Transfer calls from parents/carers to the pastoral lead where appropriate, in order to provide them with more detailed support on attendance
- Record all received medical evidence on the students' personal record for review

## Parents

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

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

Parents are expected to:

- Perform their legal responsibility to ensure that students of compulsory school age attend school every day that they can
- Make sure their child attends every day on time and fully prepared for the school day
- Advise the school of absence by 8:30am, this can be done via the Studybugs app or by telephone or by leaving a message on the absence line
- Provide the school with 2 or more emergency contact numbers for their child
- Ensure that, where possible, appointments for their child are made outside of the school day
- Provide medical evidence for any absences of 5 days or more
- Seek support promptly, where necessary, for maintaining good attendance, by contacting pastoral lead and the Attendance Officer, who can be contacted via emails supplied in student planners and on the website

- o Keep to any attendance contracts that they make with the school and/or local authority
- o Support the efforts made and measures taken by the school and the Local Authority Inclusion Service to help students back into school if attendance becomes a problem

## **Students**

Students are expected to:

- o Attend school every day, on time
- o Sign in at main reception if they miss tutor registration for any reason
- o Attend school in full uniform and equipped for the day
- o Discuss promptly with their form tutor/Attendance Officer any issues that deter them from attending school
- o Sign out at Reception before leaving the school site to attend an appointment and sign back in when they return

## **Attendance register**

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

We will take our attendance register at the start of the school day and once during the afternoon lesson. The school day starts at 8.30am and ends at 3pm. Students must arrive in school by 8.30am on each school day. The register for the first session will be taken at 8.30 - 8.50am and will be kept open until 9am. Students arriving after 9am will be coded as a 'U' which is an unauthorised absence. The register for the second session will be taken at 1.15pm.

We will mark, using the appropriate national attendance and absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024, whether every student is:

- o Present
- o Attending an approved off-site educational activity
- o Absent
- o Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- o The original entry
- o The amended entry
- o The reason for the amendment
- o The date on which the amendment was made
- o The name and position of the person who made the amendment

We will also record:

- o Whether the absence is authorised or not
  - o The nature of the activity, where a pupil is attending an approved educational activity
  - o The nature of circumstances, where a pupil is unable to attend due to exceptional circumstances
- We will keep every entry on the attendance register for 6 years after the date on which the entry was made.

## Unplanned absence

The student's parent must notify the school of the reason for the absence on the first day of an unplanned absence by 8.30am, or as soon as practically possible, by calling the school office staff, who can be contacted via main reception and use the absences line using 01483 458956 or by using the StudyBugs App.

- All absence must be reported for each day the child is off school
- Parents should try to arrange medical and other appointments outside of school hours whenever possible
- For appointments during the school day students must sign out at Reception on leaving school and sign back in at Reception on their return. Evidence of the appointment should be obtained and presented to Reception
- Students are not allowed to leave the school site without permission
- School will initially mark absence due to physical or mental illness as authorised, unless the school has a genuine concern about the authenticity of the illness. This approach changes if absence is repeated as all absences will require medical proof to be authorised, this change is confirmed in writing to parents
- Absence will only be authorised in rare cases of illness and medical appointments, or other situations which have been discussed with and approved by the school. It is likely that evidence will be requested for authorisation to take place
- Where the absence is longer than 5 days, or there are doubts about the authenticity of the illness, the school will ask for medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We ask for medical evidence as routine to ensure that good records are kept for every child
- If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised, and parents will be notified of this in advance.

## Planned absence

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

However, we encourage parents to make non urgent medical and dental appointments out of school hours where possible. Where this is not possible, the student should be out of school for the minimum amount of time necessary and must be in school prior to and after the appointment.

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

If a student's parent requires a student to miss school for any period of time, they will obtain a leave of absence application form from reception or download a copy from the school website and request leave for specific dates recorded on the form.

In line with the national guidelines, it is school policy not to authorise any absence for term time leave. Family should be aware that the Principal is unable to authorise leave of absence during term time except in exceptional circumstances.

School term dates, external exam dates and inset days are published on the school website a year in advance. Families should book their family holidays during school holidays; no family/carers can expect leave of absence for their child/children to be authorised as a right.

Any unauthorised absence will be recorded as such on your child's attendance record. If leave of absence is taken without prior authorisation by the school, it will be recorded as such, and the Local Authority will be notified. Family may be issued with a Fixed Penalty Notice. The fine is currently £80 per child, payable by each parent, if paid within 21 days of receipt of the notice, rising to £160 if paid after 21 days and within 28 days.

If a student fails to attend a public examination for which they have been entered by the school without good reason, family will be liable to reimburse the full cost of each exam entry to the school.

When a student is granted leave of absence from school, he/she will:

- Inform all of his/her teachers the dates of the absence.
- Be responsible for finding out what needs to be done while away from school.
- Ensure that any missed work is caught up with on return to school.

Failure of students to return from leave on the agreed date may result in them losing their school place and having to re-apply for admission to the school. Their place cannot be guaranteed.

## **Lateness and punctuality**

A student who arrives late to school:

- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed will be marked as U which counts as an unauthorised absence, using the appropriate code

If a student arrives late to school, they will:

- Sign in at reception and give reasons for the late arrival. The Attendance Officer will update the register by marking them late. Students who are late complete a 15-minute detention at lunchbreak.
- Late marks and sanctions given are tracked by the Attendance Officer.
- Persisted lateness will result in the following sanctions:
  - Three times in a module, 30 minutes after school detention for each subsequent late arrival. A letter will be sent home.
  - Five times in a module, 60 minutes after school detention for each subsequent late arrival. A letter will be sent home, and a meeting arranged with family, student and the Attendance Lead.

## Following up unexplained absence

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

- Send an automated message on every occasion a student is absent from school without explanation. Parent responses will be recorded in the attendance system
- Call the student's parent 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 complete a home visit or if concerned contact the police (or social worker if involved)
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session(s) for which the pupil was absent
- Call the parent on each day that the absence continues without explanation, to make sure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving the Surrey school attendance staff
- Where relevant, report the unexplained absence to the student's support worker, social worker or youth offending team officer or other professionals involved
- Where appropriate, offer support to the student and/or their parents to improve attendance
- Identify whether the student needs support from wider partners, as quickly as possible, and make the necessary referrals
- Where support is not appropriate, not successful, or not engaged with, issue a notice to improve, penalty notice or other legal intervention as appropriate

## Reporting to parents

The school will regularly inform families about their child's attendance and absence levels in termly letters and on academic reports. Parents will be contacted if there are repeated absences by phone and invited in to meet accordingly to the attendance policy and process.

## Authorised and unauthorised absence

### Approval for term-time absence

The principal will only grant a **leave of absence** to a student during term time if the request meets the specific circumstances set out in the [2024 school attendance regulations](#). The principal will allow students to be absent from the school site for certain educational activities, or to attend other schools or settings.

These circumstances are:

- o Taking part in a regulated performance
- o Attending an interview
- o Study leave
- o A temporary, time-limited part-time timetable
- o Exceptional circumstances

A leave of absence is granted at the principal's discretion, including the length of time the pupil is authorised to be absent for. Leave of absence will not be granted for a student to take part in protest activity during school hours. As a leave of absence will only be granted in exceptional circumstances, it is not possible for an absence to be granted for the purposes of a family holiday.

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

Any request should be submitted as soon as it is anticipated and, where possible, at least 4 weeks before the absence, and in accordance with any leave of absence request form, accessible via the school office or website. The principal may require evidence to support any request for leave of absence.

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

- o Illness (including mental-health illness) and medical/dental appointments, parents are expected to supply evidence and in the case of repeated absences will not continue to be authorised without appropriate evidence from a relevant clinician.
- o Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the student's parent(s) belong(s). If necessary, the school will seek advice from the parent's religious body to confirm whether the day is set apart
- o Parent(s) travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision
- o If the student is currently suspended or excluded from school (and no alternative provision has been made)

Other reasons the school may allow a pupil to be absent from the school site, which are not classified as absences, include (but are not limited to):

- o Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school
- o Attending another school at which the student is also registered (dual registration)
- o Attending provision arranged by the Local Authority
- o Attending work experience
- o If there is any other unavoidable cause for the student not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the school premises are closed

## Sanctions

Our school will make use of the full range of potential sanctions – including, but not limited to, those listed below to tackle poor attendance. Decisions will be made on an individual, case-by-case basis.

## Penalty notices

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

If the school issues a penalty notice, it will check with the local authority before doing so and send it a copy of any penalty notice issued.

Before issuing a penalty notice, the school will consider the individual case, including:

- o Whether the national threshold for considering a penalty notice has been met (10 sessions of unauthorised absence in a rolling period of 10 school weeks)
- o Whether a penalty notice is the best available tool to improve attendance for that student
- o Whether further support, a notice to improve or another legal intervention would be a more appropriate solution
- o Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate

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

Each parent who is liable for the student's offence(s) can be issued with a penalty notice, but this will usually only be the parent/parents who allowed the absence.

The payment must be made directly to the local authority, regardless of who issues the notice. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

If issued with a **first** penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days.

If a **second** penalty notice is issued to the same parent in respect of the same student, the parent must pay £160 if paid within 28 days.

A **third** penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead.

## Notices to improve

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

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

They will include:

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

## Strategies for promoting attendance

In our attempt to encourage excellent attendance we use a range of strategies for rewarding, incentivising and improving attendance, which include.

- 100 club annual Prize Giving awards
- 98-100% attendance celebration event each half term
- Termly attendance awards
- School displays
- House assemblies to promote group and individual achievements
- Weekly house/tutor group attendance competition
- StudyBug messages for parents to recognise attendance goals and inform them of concerns
- Half termly principal letters highlight attendance levels
- Access to the school wellbeing offer where suitable
- Attendance phone calls from our attendance officer to check on circumstances after repeated absence and offer support or guidance
- Attendance meetings with Pastoral Leaders to work together with families to improve attendance

- School attendance meeting supported by other professionals involved and the families to work collectively to remove barriers which will offer attendance contracts for children and families.

## **Supporting students who are absent or returning to school**

### **Students absent due to complex barriers to attendance**

We ask that families work closely with our attendance officer and pastoral teams to ensure that we are able to understand barriers to attendance. We know that when we are able to work with families' complex barriers can be removed and attendance improved. This can include:

- Families sharing information about the family context
- Our attendance officer or HSLW making a home visit to plan with a family to remove barriers
- Working with our HSLW to access additional support or make home school agreements on how to support the child
- Meetings at school with key pastoral staff
- School attendance meetings and school attendance contracts to ensure all parties are supporting the child to access school fully.
- Families consenting to referrals to Children Services for targeted or specialist support for the child and/or family

### **Pupils absent due to mental or physical ill health or SEND**

The statutory guidance is clear that in most circumstances where a student has a health need, they will receive suitable education that meets their needs from their school. This can include:

- Working with families and children to understand how adjustments and support can be made to ensure attendance improves as all students have a right to full-time provision that meets their needs
- Reasonable classroom adjustments recorded in their Pupil Passport or direct communication to staff
- Requesting parents to seek specialist physical or mental health support from their GP
- Accessing the school wellbeing team which includes, youth workers, ELSAs, Wellbeing Practitioner, Art Therapist and Mental Health School Team from Mindworks further information can be viewed on the school website or by making contact with the pastoral leaders
- An Individual Health Plan (IHP) for children with medical needs
- Working with families to review specialist reports from other professionals including medical professionals
- Referrals to other professionals for support or guidance i.e. Children Services, STIPs, EP, ASD Outreach

- Making a referral to Mindworks for specialist mental health support
- Working with families to complete a parental or school led EHC plan request for assessment
- Referral to the Local Authority for support from Access to Education who are the council's provider of interim education support for children who are medically unfit to attend school (referrals require medical evidence of suitability).
- Where a student has an education health and care (EHC) plan and their attendance falls, or the school becomes aware of barriers to attendance that related to the student's needs, the school will inform the local authority.

## **Pupils returning to school after a lengthy or unavoidable period of absence**

Where a student has been off for a prolonged period, we will look to support them to reintegrate into school. This may be through:

- Working with parents and student to understand any support needed or preferences to how the return is managed
- Support from their Pastoral Leader
- Support from their SENCO
- Support from the wellbeing team

## **Attendance monitoring**

The school reviews attendance on a daily basis and follows up on poor or irregular attendance or punctuality.

The designated senior leader meets with the Attendance Officer each cycle to discuss attendance concerns and share and record information. All students with less than an acceptable level of attendance are reviewed. Where there is no valid reason for low attendance the following process and sanctions are put in place:

- After two separate absences a phone call is made to families and a general information letter is sent to family explaining the Local Authority thresholds for attendance and the school attendance processes.
- If a student has been absent on three separate occasions, another letter is sent to family to advise them that future absences will be unauthorised unless medical evidence is received. Family is also required to attend a meeting with the pastoral lead, attendance officer to ascertain support needed for the student.
- If there is still no or limited improvement the family will be invited to a school attendance meeting where families will be offered a school attendance contract. The school may also issue a notice to improve and set a review period to monitor improvements.
- School will then review the student's attendance and if there has not been sufficient improvement and/or where there have been 10 unauthorised absences in the 10 proceeding

weeks the school is required to make an application for Surrey Attendance Service to issue a penalty notices and/or referral to Surrey Attendance service to consider prosecution.

## **Monitoring attendance**

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

Specific student information will be shared with the DfE on request. The school has granted the DfE access to its management information system so the data can be accessed regularly and securely.

Data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics.

The school will benchmark its attendance data at whole school, year group and cohort level against local, regional, and national levels to identify areas of focus for improvement and share this with the governing board.

## **Analysing attendance**

The school will:

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

## **Using data to improve attendance**

The school will:

- o Develop targeted actions to address patterns of absence (of all severities) of individual students, groups or cohorts that it has identified via data analysis
- o Provide targeted support to the students it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severed absence, and their families

- Provide regular attendance reports to form tutors, to facilitate discussions with pupils and families, and to the governing board and school leaders (including special educational needs co-ordinators, designated safeguarding leads and pupil premium leads)
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies
- Share information and work collaboratively with other schools in the area, local authorities and other partners where a student's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific students, where appropriate

## **Reducing persistent and severe absence**

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

The school will:

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

## **Monitoring arrangements**

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

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

<b>M</b>	Medical/dental appointment	Pupil is at a medical or dental appointment
<b>J1</b>	Interview	Pupil has an interview with a prospective employer/educational establishment
<b>S</b>	Study leave	Pupil has been granted leave of absence to study for a public examination
<b>X</b>	Not required to be in school	Pupil of non-compulsory school age is not required to attend
<b>C2</b>	Part-time timetable	Pupil is not in school due to having a part-time timetable
<b>C</b>	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
<b>Absent – other authorised reasons</b>		
<b>T</b>	Parent travelling for occupational purposes	Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
<b>R</b>	Religious observance	Pupil is taking part in a day of religious observance
<b>I</b>	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
<b>E</b>	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
<b>Absent – unable to attend school because of unavoidable cause</b>		

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

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