Twin Oaks Primary School
Attendance Policy

The school where everyone is valued and all succeed.

Governing Body with Responsibility	Full Governing Body
Agreed by Governors on	5/10/26
Chair's Signature	Samantha Hoyer
Staff Member Responsible for Review	Headteacher
Date for Review	October 2027

Overall Aims:

- To ensure that every child is safeguarded and their right to education is protected.
- To match or exceed Lewisham's target of 97% Attendance, through rewards and incentives for good attendance and punctuality.
- To raise standards and ensure every child reaches their full educational potential, through a high level of school attendance and punctuality.
- To ensure all the stakeholders, governors, parents, pupils and staff receive regular communication, about the importance of good attendance and punctuality.
- To keep accurate, up-to-date records and have a robust and rigorous system for analysing attendance.
- To identify causes of low attendance/punctuality with individuals, classes and groups of pupils and address them.
- To build strong relationships with families to ensure pupils have support in place to attend school
- To work with external agencies, in order to address barriers to attendance and overcome them.

This policy is based on the DfE's statutory guidance on Working together to improve school attendance 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
Maintained schools: Part 3 of the Education Act 2002
Part 7 of the Education and Inspections Act 2006
The School Attendance (Pupil Registration) (England) Regulations 2024
The Education (Penalty Notices) (England) (Amendment) Regulations 2013
The Equality Act 2010

It also refers to:

School census guidance
Keeping Children Safe in Education
Mental health issues affecting a pupil's attendance: guidance for schools
Ofsted's 2025 framework toolkit

Rights and responsibilities for attendance/punctuality:

The Legal Framework:

There are legal obligations on:

- The parent(s)(including carers with parental responsibility) to secure education for their children, whether at school or otherwise, to send them to school regularly once they are on the register
- The School to register attendance and notify the Local Authority of absence from school
- The Local Authority to provide education and to enforce attendance.

At Twin Oaks the **Head Teacher** leads on and takes responsibility for attendance/punctuality, on a day-to-day basis, including liaising with/responding to parental enquires, supported by the **Pupil welfare officer.** Their duties are outlined in the table below.

The role of the parents or carers

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)

Children should only be kept at home if they have a serious illness or injury. If this is the case, parents should contact the school first thing. If a child has a minor illness e.g. mild headache, stomach-aches etc.

parents should inform the school and bring them in. If they don't get any better, school will contact parents straight away, to inform them of the situation.
If pupils have a dental, clinic or hospital appointment, these should be organised outside of school hours as far as possible. If this is unavoidable the school must be informed of the appointment and the necessary documents provided. Pupils should be brought into school before and after appointments where possible. Pupils should miss as little time as possible

Pupils are expected to:

- Attend school every day, on time.

Parents are expected to:

- Ensure their child attends school and arrives on time every day.
- Provide at least two emergency contact numbers for their child
- Promote a good attitude to learning by ensuring their children attend school in the correct uniform and with the basic equipment required for lessons. (ie complete PE kits, swimming kits etc.)
- Not arrange medical and dental appointments in school time wherever possible.
- Telephone to inform the school on the first day of absence for their child, informing the school of the reason for the absence and giving an expected return date.
- Respond promptly to any communication sent by the school concerning their child's attendance.
- Work in partnership with the school and other agencies in the best interests of their child; this includes informing the school about significant influences and changes in the child's life, which may impact on learning.
- Keep to any attendance contracts that they make with the school and/or local authority
- Seek support, where necessary, for maintaining good attendance, by contacting the headteacher

The governing board is expected to:

- Set high expectations of all school leaders, staff, pupils and parents
- Make sure school leaders fulfil expectations and statutory duties, including:
    - Making sure the school records attendance accurately in the register, and shares the required information with the DfE and local authority
    - Making sure the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific pupils, where appropriate
- Make sure the school's attendance management processes are delivered effectively, and that consistent support is provided for pupils who need it most by prioritising staff and resources
- Making sure the school has high aspirations for all pupils, but adapts processes and support to pupils' individual needs
- Promote the importance of school attendance across the school's policies and ethos
- Regularly review and challenge attendance data and help school leaders focus improvement efforts on individual pupils or cohorts who need it most
- Where the school is struggling with attendance, work with school leaders to develop a comprehensive action plan to improve attendance
- Monitor attendance figures for the whole school, repeatedly evaluating the effectiveness of the school's processes and improvement efforts to make sure they are meeting pupils needs
- Ensure staff have adequate training on attendance
- Hold the headteacher to account for the implementation of this policy.

- The link governor for attendance is Morgan Bradshaw.

The Headteacher (senior leader responsible for attendance) is expected to:

- Lead attendance across the school and implement this policy
- Offer a clear vision for attendance improvement
- Monitor and evaluate school level absence data and report regularly to governors
- Arrange calls and meetings with parents to discuss attendance issues
- Deliver targeted support to pupils and families

- Support staff to monitor the attendance of individuals
- Monitor the impact of any implemented attendance strategies
- Issue fixed penalty notices and 'Notice to Improve' where necessary
- Work with the parents of pupils with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for pupils with SEND, including where school transport is regularly being missed, and where pupils with SEND face in-school barriers
- Communicate with the local authority when a pupil with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the pupil's needs
- Build close and productive relationships with parents to discuss and tackle attendance issues
- Communicate the school's high expectations for attendance and punctuality regularly to pupils and parents/carers through all available channels
- Create intervention or reintegration plans in partnership with pupils and their parents/carers
- Deliver targeted intervention and support to pupils and families
- Share information from the school register with the local authority

The Pupil Welfare officer is expected to:

- Take calls from parents about absence on a day to day basis and record these on the school system
- Telephone parents to find out why a child is not in school if a message has not been received, as soon as practically possible
- Ensure that registers are kept up to date and are accurate
- Liaise with the attendance and welfare officer regularly to identify patterns in attendance and areas of focus for improvement
- Support the headteacher to monitor the attendance of individuals
- Support the headteacher to communicate with parents about attendance issues
- Support the headteacher when reporting to governors regarding attendance and school level absence data

Class teachers are expected to:

- Record attendance for both morning and afternoon sessions on a daily basis and submit this information to the school office via the MIS system

The Attendance and Welfare Officer is expected to:

- Work with families and other agencies to remove barriers to good attendance after a pupil has been referred.
- Meet regularly with the Pupil Welfare Officer and the headteacher to examine the school registers.
- Support the Headteacher with parent panel meetings, as needed, to prevent referrals to the authority
- Administer and enforce penalty warning letters and fines as needed.
- Ensure that parents are informed of their responsibilities in relation to attendance.
- Uphold and enforce the law in respect of attendance, child employment, and involvement in entertainment and child protection.

The Local Authority, through the Attendance and Welfare Service, is expected to:

- Take legal action against parents who do not bring their children to school regularly without good reason, supporting the AWO and the attendance lead.
- Support the school to locate children who have been officially referred to as missing (CME)
- Audit school registers annually to ensure that they are inline with the most current legal guidelines

Recording attendance

- The school will keep an electronic attendance register, and place all pupils onto this register.
- The school will take the 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

The school will also record:

- 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

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

The school day starts at 8.45am and ends at 3.30pm. Pupils must arrive in school by 9am on each school day. The main gate will close at 9am and after that a child must be brought to the office and signed in by a parent or carer.

The register for the first session will be taken at 9am and will be kept open until 9.30am. The register for the second session will be taken straight after lunch and will be kept open for 5 minutes

Unplanned Absence

The pupil's parent must notify the school of the reason for the absence on the first day of an unplanned absence by 9am or as soon as practically possible, by calling the school office, who can be contacted via telephone (020 8692 4321) or via email (admin@twinoaks.lewisham.sch.uk)

The school will mark absence due to physical or mental illness as authorised unless the school has a genuine concern about the authenticity of the illness

If the authenticity of the illness is in doubt, the school may ask the pupil's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.
A child whose attendance is a cause for concern will receive a letter explaining that medical evidence will be needed in order for the absence to be authorised. Medical evidence includes items such as a doctor's note, prescription, appointment card or other appropriate form of evidence. The school will not ask for medical evidence unnecessarily.

Planned Absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent notifies the school in advance of the appointment by speaking to the office team and providing a copy of any appointment letter. We encourage parents to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

Lateness

A pupil who arrives late:

- Before the register has closed will be marked as late, using the code L
- After the register has closed will be marked as absent, Using the U code. Any child arriving at school after 9.30am will be considered to have been absent for one complete session (half a day)

Following up on 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 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 will send emails and text messages.
- 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
- Where relevant, report the unexplained absence to the pupil's social worker
- Where appropriate, offer support to the pupil and/or their parents to improve attendance
- Identify whether the pupil 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

Summary of procedures to promote good attendance/punctuality:

Daily procedures	By whom	Outcomes / action
Parents/carers ensure children arrive in school on time	Parents/carers	
Parents inform the school by 9.00am if their child is absent that day	Parents/carers	Office staff update registration codes
Pupils arriving late to school are registered at reception	Pupil Welfare Officer	Absence mark on MIS system amended to a late mark
Teachers record attendance using the schools electronic register system. This is done by 9.00 and 5 minutes after the start of the afternoon session	Teachers/Supply staff Teacher/TA	Staff will use a paper register if required if there is a system malfunction. This to be taken to the office by 9.05 am to be manually inputted into the system by office staff. Teacher takes responsibility for promptly informing HT/SENDCo/DSL of attendance concerns.

Children who arrive at school late	Pupil Welfare Officer	From 9.00am the school playground gates are closed. Any late comers must go through the school office. Any child arriving in school after 9.00 receives an L for late in the register. Any child arriving after 9.30am (when the registers close) will be given a U in the register and this will count as half a session of unauthorised absence.
1st day absence phone calls are made to inform parents of their child's unexplained absence for that day HT/SENDCo/DSL informed of attendance/punctuality issues	Pupil Welfare Officer	Pupil Welfare Officer updates attendance codes
Parents provide information, including dates of and reason for absence upon the child's return to school	Parents	Teacher's pass any letters to the school office. Pupil Welfare Officer updates the electronic system as necessary.

Weekly procedures	**By whom**	**Outcomes / action**
Attendance/punctuality statistics produced by class group.	Pupil Welfare Officer	Patterns can be monitored by the attendance lead
Weekly registers are checked for concerns as well as errors or oversights. These are rapidly corrected and acted upon	Pupil Welfare Officer and Headteacher	Information collected here is used to provide targeted interventions as appropriate
Text messages are sent to parents who have failed to provide school with a reason for a child's absence.	Pupil Welfare Officer	Registers are updated to reflect new information gained about a child's absence. If no information is gained Ns are turned to Os after 5 days.

Half termly and termly procedures	**By whom**	**Outcomes / action**
Analyse attendance/ punctuality data to monitor trends and progress	HT	Report information to governors termly

Analyse attendance/punctuality data and information to identify cases of concern and develop appropriate interventions	HT	Targeted intervention for individual concerns
Discussions as required in response to specific attendance/punctuality concerns of a particular cohort of pupils.	HT Pupil Welfare Officer	Pre referral panel meetings will be held to establish reasons for poor attendance and look at support that can be provided. If necessary referrals made to outside agencies such as Family Thrive (through Early Help) for support.
Individual attendance/punctuality discussed with pupils and families, at parents' evenings	Class teachers	Mentoring and advice on attendance/ punctuality issues provided to all families
Compile a report to governors to ensure they are aware of the current picture of school attendance.	HT	Governors to provide challenge for what is being done to improve attendance.

Reporting to parents

Teachers will talk to parents about their child's attendance and punctuality at parents' meetings held in October, March and July. School reports children's attendance to parents annually in their end of year report and more regularly when there is a cause for concern.

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
- 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 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
  - 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
- Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these pupils. In doing so, the school will sensitively consider some of the reasons for absence
- Implement sanctions, where necessary

Approval for term-time absence

The headteacher will allow pupils to be absent from the school site for certain educational activities, or to attend other schools or settings.

The headteacher will only grant a **leave of absence** to a pupil during term time if the request meets the specific circumstances set out in the 2024 school attendance regulations. These circumstances are:

- Taking part in a regulated performance, or regulated employment abroad
- Attending an interview
- Study leave
- A temporary, time-limited part-time timetable
- 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' as one off events which are unavoidable, examples may include the death of a close relative, life threatening or critical illness of parent or sibling of the pupil, parent/carer recuperation and convalescence from critical illness or surgery, attendance at a funeral, respite care of a looked after child, or a housing crisis which prevents attendance.

The school recognises that taking children out of school may constitute a safeguarding risk and will make necessary enquiries, in order to be satisfied that the child is not at risk. The school may contact outside agencies in order to ensure that a visit is legitimate and safe for the child/children.

Family emergencies need careful consideration. It is not always in the best interest of the child, nor appropriate for them to miss school for family emergencies that are being dealt with by adult family members. Being at school, friendships and support from staff can provide children with stability and care during difficult times. The routine of school can provide a safe and familiar background during times of uncertainty.

Leave of absence will not be granted for a pupil to take part in protest activity during school hours.

As a leave of absence will only be granted in exceptional circumstances, it is unlikely a leave of absence will be granted for the purposes of a family holiday.

The school considers each application for term-time absence individually, taking into account 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 2 weeks before the absence, and in accordance with any leave of absence request form, accessible from the school office. The headteacher may require evidence to support any request for leave of absence

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

- Illness (including mental-health illness) and medical/dental appointments
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil'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
- Parent(s) travelling for occupational purposes – a pupil is a mobile child if their parent is travelling in the course of their trade or business and the pupil is travelling with them. In these circumstances a pupil will be considered as a mobile child, provided they are of compulsory school age and have no fixed abode and whose parent is in a trade or business that requires them to travel from place to place
- If the pupil is currently suspended or excluded from school (and no alternative provision has been made)

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

- Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school
- Attending another school at which the pupil is also registered (dual registration)
- Attending provision arranged by the local authority
- Attending work experience

- If there is any other unavoidable cause for the pupil not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the school premises are closed

IMPORTANT:
Child Protection and safeguarding concerns must be acted on immediately, in line with the school Safeguarding Policy.

Promotion of good attendance and punctuality

Each week, the school newsletter can be used to highlight the importance of good attendance and punctuality. It regularly includes sections reminding parents of our school attendance target and what that means in terms of number of days absent. It also includes information about any initiatives, which the school is using, to promote attendance and punctuality.

Breakfast Club

A Breakfast Club is available every day. This supports parents by allowing them to drop their children off from 7.30am, ensuring they are on time for school.

The School Learning Environment

A welcoming, organised learning environment that supports and celebrates its learners is a key factor in ensuring children enjoy school and attend regularly. All staff ensure that their learning environments are of a high quality. Regular, rigorous environmental audits are carried out by SLT to ensure this.

Learning mentor support

The Learning mentor opens her room from 8.45-10am. This is called ***The Snug.*** Children in KS2 can go there with their learning to enable a smooth start to the day, transitioning to the classroom at 10.00 at the latest.

Class Rewards

Classes who collectively achieve 97% or higher attendance in a weekk receive a timed reward from their teacher. This reward is decided as a class but may include free computer time, time on bikes or extra play.

Parents' Evenings

At Parents' evenings, attendance and punctuality for each pupil is discussed. This provides an opportunity for class teachers to praise and recognise excellent attendance or share attendance concerns and discuss barriers to good attendance.
End of year reports also contain information about children's attendance and punctuality. This is also a time for staff and parent's to review their contact details, ensuring that the school have the most up to date contact details for all parents.

Monitoring First Day Absence

If a child is absent from school and the school has not received a phone call or other message from the parent/carer, a first day absence call will be made. the Pupil Welfare Officer follows this system: (The aim is to contact every parent whose child is absent, but children who the school has concerns about either due to persistent absence or CP concerns are contacted as a priority)

- Phone parents' contact number(s). If no answer is obtained try other emergency numbers
- Repeat this during the first morning of absence if no response.
- Text the parent if a response is still not received.
- Speak to the parents face-to-face or by phone the next day and establish reasons for absence and update contact numbers.
- Send letters to parents for whom no contact has been made at the end of the week.

- Speak to parents to ensure the contact details we have are the most up to date ones.
- If there are concerns about a child's absence in that they have been absent for over a week with no contact from the family, a home visit may be completed by members of staff. This is to be done in cases of children who will be reported to Lewisham as Missing from Education.
- Where a child is CP/CIN or recorded as vulnerable or where there have been recent concerns logged about a child's safety, the school will try to visit on the third day if no contact has been made with the family. We will also contact other educational establishments where siblings are known to be attending to investigate if they have any information about the family's whereabouts.

The parent/carer is asked to provide a reason as to why the child is not in school. The absence reason is recorded on the electronic register.
The HT will decide whether an absence is to be authorised or not.

Supporting pupils who are absent or returning to school

Pupils absent due to complex barriers to attendance

Staff will work closely with parents, carers and pupils to try to understand the barriers to attendance. Support can be put into place including, but not limited to

- A supported, time limited part time timetable,
- A flexible or later start time for a time limited period
- Additional adult support in class or at transition times
- Learning mentor sessions
- Adaptive teaching methods
- Referrals to outside agencies for further support

Pupils absent due to mental or physical ill health or SEND

If these are medical barriers, support will be sought from medical professionals and risk assessments will be put into place to enable pupils to attend school regularly. Other professionals can be consulted to identify if adjustments to the physical environment can be made to support the pupil to be in school more frequently. School has access to a lift which can be used by pupils with adult supervision.
Where a pupil is suffering from poor mental health, school will do their best to support the pupils and the parent so that all feel included and welcomed into the school.
Support can be put into place including, but not limited to

- A supported, time limited part time timetable,
- Additional adult support in class or at transition times
- Learning mentor sessions
- Adaptive teaching methods
- Referrals to outside agencies for further support
- In some cases staff may, temporarily, support the parents and the child with the journey to and from school

Where a pupil 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 pupil's needs, the school will inform the local authority.

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

School can set up transition meetings between the pupils, the parents and the teacher to ensure that they feel confident about their return to school.
Where a pupil has missed a large amount of school, staff will ensure timely assessments are completed so that interventions can be swiftly put into place so that pupils can catch up with any missed leaning.
School will communicate with parents about the ways in which they can support at home.
In some circumstances, school will be able to provide pupils with work to complete at home, via the

Google classroom. (See Remote Learning policy)

Prolonged absence for pupils in the EYFS

In cases of prolonged absence for a child who is not yet statutory school age, or when a child who is not of statutory school age is absent without notification, we will attempt to contact the child's parents and alternative emergency contacts.

When deciding whether a child's absence should be considered prolonged, we will consider the:

- Patterns and trends in the child's absences and their personal circumstances
- Vulnerability of the child and their parents, as well as the circumstances of their home life

We will also implement our safeguarding procedures (see our child protection/safeguarding policy) and refer any concerns to local children's social care and/or request a police welfare check

Sanctions

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

Penalty Notices

The headteacher (or someone authorised by them), 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:

- 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)
- Whether a penalty notice is the best available tool to improve attendance for that pupil
- Whether further support, a notice to improve or another legal intervention would be a more appropriate solution
- Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate

Each parent who is liable for the pupil's 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 pupil, the parent must pay £160 if paid within 28 days.

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

A penalty notice may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the school has notified the parents that the pupil must not be present in a public place on that day). These penalty notices are not included in the National Framework, not subject to the same considerations about support being provided, and do not count towards the limit as part of the escalation process.

In these cases, the parent must pay £60 within 21 days, or £120.

Notices to improve

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

Notices to improve will be issued in line with processes set out in the local code of conduct for the

local authority area in which the pupil attends school. (Lewisham)
They will include:

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

Section 444(1) Education Act 1996:

If a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, his parent is guilty of an offence. The court can fine each parent up to £1,000 per child, order payment of the prosecution costs and/or make a Parenting Order.
Please note that:

- Penalties and prosecutions are in respect of each parent for each child.
- Parent includes any person who is not a parent of the child but who has parental responsibility for the child (and applies whether or not that person lives with the child) or who has care of him/her.

These prosecutions are criminal proceedings and could result in a criminal record.

Attendance monitoring

Monitoring attendance

The school will monitor attendance and absence data (including punctuality) half-termly, termly and yearly across the school and at an individual pupil, year group and cohort level.
Specific pupil information will be shared with the DfE on request.
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, local, regional, and national levels to identify areas of focus for improvement, and share this with the governing board.

Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils, groups or cohorts that need additional support with their attendance,
- Identify pupils whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence
- Conduct thorough analysis of half-termly, termly, and full-year data to identify patterns and trends

- 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:

- Develop targeted actions to address patterns of absence (of all severities) of individual pupils, groups or cohorts that it has identified via data analysis
- Provide targeted support to the pupils it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severed absence, and their families
- Provide regular attendance reports to class teacher to facilitate discussions with pupils and families, and to the governing board and school leaders
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies
- Share information and work collaboratively with other schools in the area, local authorities and other partners where a pupil's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific pupils, where appropriate

This policy will be reviewed as guidance from the local authority and/or DfE is updated, and as a minimum every 2 years by the headteacher. At every review, the policy will be approved by the full governing board.