Barleyhurst Park Primary School

Attendance and Absence Policy.

This policy is for Barleyhurst Park School and Barleyhurst Park Nursery.

Agreed by Governors: 02.06.2026

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Statement Of Intent

Barleyhurst Park Primary School believes that in order to facilitate teaching and learning, good attendance is essential. Pupils cannot achieve their full potential if they do not regularly attend school.

We understand that barriers to attendance are complex, and that some pupils find it harder than others to attend school; therefore, we will continue to prioritise cultivating a safe and supportive environment at school, as well as strong and trusting relationships with pupils and parents.

We take a whole-school approach to securing good attendance and recognise the impact that our efforts in other areas - such as the curriculum, behaviour standards, bullying, SEND support, pastoral support, and the effective use of resources such as pupil premium - can have on improving pupil attendance.

We are committed to:

- Promoting and modelling high attendance and its benefits.
- Ensuring equality and fairness for all.
- Intervening early and working with other agencies to ensure the health and safety of our pupils.
- Building strong relationships with families to overcome barriers to attendance.
- Working collaboratively with other schools in the area, as well as other agencies.
- Ensuring parents follow the framework set in section 7 of the Education Act 1996, which states that the parent of every child of compulsory school age shall cause them to receive efficient full-time education suitable to their age, ability and aptitude, and to any SEND they may have, either by regular attendance at school or otherwise.
- Ensuring our attendance policy is clear and easily understood by all staff, parents and pupils.
- Regularly monitoring and analysing attendance and absence data to identify pupils or cohorts that require more support.

The school's Attendance Lead is the deputy head, and can be contacted via the office email, office@barleyhurstpark.com. Parents are expected to contact the Attendance Lead for queries or concerns about attendance.

1. Legal Framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Education Act 1996 and 2002
- Equality Act 2010
- The Education (Pupil Registration) (England) Regulations 2006 (As amended)
- The Children (Performances and Activities) (England) Regulations 2014
- Children and Young Persons Act 1963
- The Children Act 1989
- The Crime and Disorder Act 1998
- The Anti-Social Behaviour Act 2003
- The Sentencing Act 2020
- The School Attendance (Pupil registration) Regulations 2024
- The Education (Parenting Contracts and parenting Orders) Regulations 2007
- The Education (Penalty Notices) Regulations 2007, as amended
- The Education (Information About Individual Pupils) 2013
- DfE 'Working together to improve school attendance'
- DfE (2025) 'Keeping children safe in education (KCSIE) 2025'
- DfE 'Children missing education'
- DfE 'Providing remote education'
- DfE 'Summary table of responsibilities for school attendance'
- DfE 'Sharing daily attendance data'

This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- Positive Mental Health Policy
- Complaints Procedures Policy
- Behaviour Policy
- SEND Policy
- Supporting Pupils with Medical Conditions Policy

2. Roles And Responsibilities

The governing board has overall responsibility for:

- Monitoring the implementation of this policy and all relevant procedures across the school.
- Promoting the importance of good attendance through the school's ethos and policies.
- Regularly reviewing attendance data.
- Ensuring that this policy, as written, does not discriminate on any grounds, including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.

- Handling complaints regarding this policy as outlined in the school's Complaints Procedures Policy.
- Having regard to KCSIE when making arrangements to safeguard and promote the welfare of children.
- Ensuring there is a Children Missing Education Policy in place and that this is regularly reviewed and updated.
- Ensuring school staff receive adequate training on attendance.
- Ensuring school leaders fulfil expectations and statutory duties, including making sure the school records attendance accurately in the registers and shares the required information with the DfE and L.A.

The headteacher is responsible for:

- The day-to-day implementation and management of this policy and all relevant procedures across the school.
- Appointing a member of the SLT to the Attendance Lead role.
- Ensuring all parents are aware of the school's attendance expectations and procedures.
- Ensuring that every pupil has access to full-time education and will act as early as possible to address patterns of absence.
- Sharing information and working collaboratively with the L.A by notifying them where a pupil's name is added to, or deleted from, the school's admissions register outside of standard transition times.

Staff are responsible for:

- Following this policy and ensuring pupils do so too.
- Ensuring this policy is implemented fairly and consistently.
- Modelling good attendance behaviour.
- Using their professional judgement and knowledge of individual pupils to inform decisions as to whether any welfare concerns should be escalated.
- Where designated, taking the attendance register at the relevant times during the school day.

The Attendance Lead is responsible for:

- The overall strategic approach to attendance in school.
- Developing a clear vision for improving attendance.
- Monitoring attendance and the impact of interventions.
- Analysing attendance data and identifying areas of intervention and improvement.
- Communicating with pupils and parents with regard to attendance.
- Leading a compassionate approach when listening to parents and pupils regarding barriers to attendance.
- Following up on incidents of persistent poor attendance.
- Enforcing attendance through statutory interventions in cases of persistent poor attendance where other supports have not succeeded.

Pupils are responsible for:

- Attending their lessons and any agreed activities when at school.
- Arriving punctually to lessons when at school.
- Following any support provided by the school to improve attendance.

Parents are responsible for:

- Providing accurate and up-to-date contact details.
- Providing the school with more than one emergency contact number.
- Updating the school if their details change.
- The attendance of their children at school.
- Promoting good attendance with their children.
- Proactively engaging with any attendance support offered by the school and the LA.
- Notifying the school as soon as possible when their child has to be unexpectedly absent.
- Requesting leave of absence only in exceptional circumstances, and in advance.
- Booking any medical appointments around school where possible.
- Following any family-based support implemented by the school to improve attendance.

3. Definitions

The following definitions apply for the purposes of this policy:

Absence:

- Arrival at school after the register has closed.
- Not attending the registered school for any reason.

Authorised absence:

- An absence for sickness for which the school has granted leave.
- Medical or dental appointments which unavoidably fall during school time, for which the school has granted leave.
- Religious or cultural observances for which the school has granted leave.
- An absence due to a family emergency.

Unauthorised absence:

- Parents keeping children off school unnecessarily or without reason.
- Truancy before or during the school day.
- Absences which have never been properly explained.
- Arrival at school after the register has closed.
- Absence due to shopping, looking after other children or birthdays.
- Absence due to day trips and holidays in term-time which have not been agreed.
- Leaving school for no reason during the day.

Persistent absence (PA):

- Missing 10 percent or more of schooling across the year for any reason.

Missing education

- Not registered at a school and not receiving suitable education in a setting other than a school.

4. Attendance Expectations

The school has high expectations for pupils' attendance and punctuality and ensures that these expectations are communicated regularly to parents and pupils.

Pupils will be expected to attend school punctually every day they are required to be at school, for the full day.

The school day starts at 8:45am, the children can come into the classroom from 8:40, ready to begin their learning; pupils will be expected to be on the school site by 8:50am.

Registers will be taken as follows throughout the school day:

- The morning register will be marked by 8:50am. Pupils will receive a late mark if they are not in their classroom by this time. Pupils attending after this time will receive a mark to show that they were on site, but this will count as a late mark.
- The morning register will close at 9:15am. Pupils will receive a mark of absence if they do not attend school before this time.
- The afternoon register will be marked by 12:35pm in FS and KS1 and by 1:05pm in KS2. Pupils will receive a late mark if they are not in their classroom by this time.

Pupils will be encouraged to communicate any concerns related to attendance and absence as soon as possible to the relevant member of staff.

5. Absence Procedures

Parents are required to contact the school office before 9:00am on the first day of their child's absence. This can be done either by email, telephone, or by reporting the absence via the Studybugs portal. The Studybugs portal can be accessed either via the app, or by visiting the school's website. When reporting an absence, parents are expected to provide an explanation for the absence and an estimation of how long the absence will last, e.g. one school day.

Where a pupil is absent, and their parent has not contacted the school by the close of the morning register to report the absence, parents will receive an alert from Studybugs and, where possible, a member of staff will contact the parent by telephone.

The school will always follow up any absences in order to:

- Ascertain the reason for the absence.
- Ensure the proper safeguarding action is being taken.
- Identify whether the absence is authorised or not.
- Identify the correct code to use to enter the data onto the school census system.

The school will not request medical evidence in most circumstances where a pupil is absent due to illness; however, the school reserves the right to request supporting evidence where there is genuine and reasonable doubt about the authenticity of the illness.

In the case of PA, arrangements will be made for parents to speak to the Attendance Lead. The Attendance Lead may contact the local authority to discuss any concerns.

Where a pupil has not returned to school for 10 days after an authorised absence, or is absent from school without authorisation for 20 consecutive school days, the school will remove the pupil from the admissions register if the school and the LA have failed to establish the whereabouts of the pupil after making reasonable enquiries.

6. Attendance Register

The school uses SIMS to keep attendance registers to ensure they are as accurate as possible and can be easily analysed and shared with the appropriate authorities.

Teachers will take the attendance register at the start of each school day and at the start of the afternoon session. This register will record whether pupils are:

- Present.
- Absent.
- Attending an approved educational visit.
- Unable to attend due to exceptional circumstances.

The school will use the national attendance codes to ensure attendance and absence are monitored and recorded in a consistent way. The following codes will be used:

- # = planned whole school closure
- / = Present in the morning
- \ = Present in the afternoon
- L = Late arrival before the register has closed
- C = Leave of absence granted by the school for exceptional circumstances
- S = Study leave
- C1 = Leave of absence for participating in a regulated performance or employment abroad
- C2 = Leave of absence for part-time pupils
- E = Suspended or permanently excluded but no alternative provision made
- J1 = Leave of absence for job or education interviews
- I = Illness
- M = Medical or dental appointments
- K = Attending provision arranged by the LA
- R = Religious observance
- B = Off-site education activity
- G = Unauthorised holiday
- O = Unauthorised absence
- U = Arrived after registration closed
- N = Reason not yet provided
- X = Not required to be in school
- T = Traveller absence
- Q = Absent due to a lack of access arrangements or due to the pupil having to attend a school that does not qualify for travel arrangements and is more than walking distance from where they live.
- V = Educational visit or trip

- P = Participating in a supervised sporting activity, with supervision being physically provided by an appropriately trained and knowledgeable person
- D = Dual registered - at another educational establishment
- W = Attending work experience
- Y1 = Absent due to their regular transport not being available
- Y2 = Absent due to travel disruption
- Y3 = Absent due to part of the school premises being closed
- Y4 = Absent due to the school site being closed
- Y5 = Absent due to being in criminal justice detention
- Y6 = Absent due to public health guidance or law, despite the pupil being well enough to attend
- Y7 = Absent due to any other unavoidable cause, the nature of which must be documented by the school.
- Z = Pupil not on admission register

When the school has planned in advance to be fully or partially closed, the code '#' will be used for the relevant pupils who are absent. This code will also be used to record year groups who are not due to attend because the school has set different term dates for different years, e.g. induction days.

Pupils who are absent from school but are receiving remote education for any reason will be marked as absent in the register.

All amendments made to the attendance register will include the original entry, the amended entry, the reason for the amendment, the date of amendment and the name and role of the person who made the amendment.

Every entry received into the attendance register will be preserved for at least three years.

7. Authorising Parental Absence Requests

Parents will be required to request certain types of absence in advance. All requests for absence will be handled by the Attendance Lead - the decision to grant or refuse the request will be at the discretion of the Attendance Lead and/ or the Headteacher, taking the best interests of the pupil and the impact on the pupil's education into account.

Leave of absence

The school will only grant a pupil a leave of absence in exceptional circumstances. In order to have requests for a leave of absence considered, the school will expect parents to contact the Attendance Lead in writing at least two weeks prior to the proposed start date of the leave of absence, providing the reason for the proposed absence and the dates during which the absence would be expected to occur.

Any requests for leave during term time will be considered on an individual basis and the pupil's previous attendance record will be taken into account. Where the absence is granted, the Attendance Lead will determine the length of time that the pupil can be away from school. The school cannot authorise leaves of absence for the purposes of family holidays.

Requests for leave will not be granted in the following circumstances:

- Immediately before and during statutory assessment periods:
- When a pupil's attendance record shows any unauthorised absence:

- Where a pupil's authorised absence record is already above 10 percent for any reason.

If term-time leave is not granted, taking a pupil out of school will be recorded as an unauthorised absence and may result in sanctions, such as a penalty notice. The school cannot grant leaves of absence retrospectively; therefore, any absences that were not approved by the school in advance will be marked as unauthorised.

Illness and healthcare appointments

Parents will be expected to make medical or dental appointments outside of school hours wherever possible. Where this is not possible, parents will be expected to obtain approval for their child's absence to attend such appointments as far in advance as is practicable. Parents will be responsible for ensuring their child misses only the amount of time necessary to attend the appointment.

Religious observance

Parents will be expected to request absence for religious observance at least two weeks advance.

The school will only accept requests from parents for absence on grounds of religious observance for days that are exclusively set apart for religious observance by the relevant religious body. The school will define this as a day where the pupil's parents would be expected by an established religious body to stay away from their employment to mark the occasion.

The school may seek advice from the religious body in question where there is doubt over the request.

Performance and activities including paid work- TBC

The school will have the discretion to grant leave of absence during school hours for pupils to undertake employment, whether paid or unpaid, in accordance with the relevant legislation.

Parent's travelling for occupational purpose

Where a pupil's parent belongs to a community covered by this code and is travelling for occupational purposes, the parent will be expected to request a leave of absence for their child at least two weeks in advance. Absences will not be granted for pupils from these communities under this code for reasons other than travel for occupational purposes.

E.B.S.A

Emotional-Based School Avoidance (EBSA) refers to difficulties in school attendance that are driven by emotional distress, including anxiety, fear, or other mental health challenges. The school recognizes EBSA as a wellbeing concern rather than a disciplinary issue. When EBSA is identified or suspected, the school will work collaboratively with the student, parents or carers, and relevant professionals to understand underlying needs and develop a graduated, supportive plan to improve attendance. Support measures may include reasonable adjustments, pastoral support, flexible timetables, or referrals to internal or external services. Attendance expectations remain important; however, responses to EBSA will prioritise student wellbeing, reintegration, and long-term engagement with education.

8. SEND- And Health-Related Absences

The school recognises that pupils with SEND and/or health conditions, including mental health issues, may face greater barriers to attendance than their peers, and will incorporate robust procedures to support pupils who find attending school difficult.

In line with the SEND Policy and Supporting Pupils with Medical Conditions Policy, the school will ensure that reasonable adjustments are made for disabled pupils to reduce barriers to attendance, in line with any EHC plans that have been implemented. The school will secure additional support from external partners to help bolster attendance where appropriate.

Where the school has concerns that a pupil's non-attendance may be related to mental health issues, parents will be contacted to discuss the issue and whether there are any contributory factors to their child's lack of attendance. Where staff have a mental health concern about a pupil that is also a safeguarding concern, they will inform the DSL and the Child Protection and Safeguarding Policy will be followed. All pupils will be supported with their mental health in accordance with the school's Social, Emotional and Mental Health (SEMH) Policy.

If a pupil is unable to attend school for long periods of time due to their health, the school will:

- Inform the LA if a pupil is likely to be away from the school for more than 15 school days.
- Provide the LA with information about the pupil's needs, capabilities and programme of work.
- Help the pupil reintegrate at school when they return.
- Make sure the pupil is kept informed about school events and clubs.
- Encourage the pupil to stay in contact with other pupils during their absence.

The school will incorporate an action plan to help any pupils with SEND and/or health issues cope with the stress and anxiety that attending school may cause them. Such plans will be regularly monitored and reviewed until the pupil is attending school as normal and there have been signs of significant improvement.

To support the attendance of pupils with SEND and/or health issues, the school will consider:

- Holding termly meetings to evaluate any implemented reasonable adjustments.
- Incorporating a pastoral support plan.
- Identifying pupils' unmet needs through the Common Assessment Framework.
- Using an internal or external specialist.
- Enabling a pupil to have a reduced timetable.
- Ensuring a pupil can have somewhere quiet to spend lunch and breaktimes.
- Implementing a system whereby pupils can request to leave a classroom if they feel they need time out.
- Temporary late starts or early finishes.
- Phased returns to school where there has been a long absence.
- Small group work or one-to-one lessons.
- Tailored support to meet their individual needs.

9. Leave During Lunch Times

Parents may be permitted to take their child away from the school premises during lunch times with permission from a member of the SLT - it is at the discretion of the SLT as to whether a pupil will be allowed to leave the premises.

Pupils will leave the school premises within 10 minutes of the start of lunch and will return no later than 5 minutes before the end of lunch.

Parents will be required to collect their child from the school gate when taking them off the premises - the staff member will sign the pupil out and back in using the electronic sign-in system in the school office.

10. Truancy

Truancy will be considered as any absence of part, or all, of one or more days from school, during which the school has not been notified of the cause behind such absence.

All staff will be actively engaged in supporting the regular attendance of pupils and understand the importance of continuity in each pupil's learning.

All pupils are expected to be in their classes by 8:50am, where the teacher will record the attendance electronically. Any pupil with permission to leave the school during the day must sign out at the school office and sign back in again on their return.

Immediate action will be taken when there are any concerns that a pupil might be truanting. If truancy is suspected, the Attendance Lead is notified, and they will contact the parent in order to assess the reasons behind the pupil not attending school.

The following procedures will be taken in the event of a truancy:

- In the first instance, a letter of warning will be sent to the parents of the pupil, informing them of the truancy and stating that any future occurrences could result in further action being taken.
- If any further truancy occurs, then the school will consider issuing a penalty notice.
- A penalty notice will be issued in line with the Penalty notices and legal intervention section of this policy where there is overt truancy, inappropriate parentally-condoned absence, excessive holidays in term-time and persistent late arrival at school.

The DSL will be involved where an instance of truancy may be linked to a safeguarding concern. Any safeguarding concerns will be dealt with in line with the Child Protection and Safeguarding Policy.

11. Absent Pupils

Pupils will not be permitted to leave the school premises during the school day unless they have permission from the school. The following procedures will be taken in the event of a pupil going missing whilst at school:

- The member of staff who has noticed the absent pupil will inform the headteacher immediately.
- The office staff will also be informed as they will act as a point of contact for receiving information regarding the search.
- A member of staff will stay with the rest of the class, and all other available members of staff will conduct a thorough search of the school premises as directed by the headteacher.
- The following areas will be systematically searched:
    - All classrooms
    - All toilets
    - Changing rooms
    - The library
    - Any outbuildings

    - The school grounds
- Available staff will begin a search of the area immediately outside of the school premises and will take a mobile phone with them so they can be contacted.
- If the pupil has not been found after 10 minutes, then the parents of the pupil will be notified.
- The school will attempt to contact parents using the emergency contact numbers provided.
- If the parents have had no contact from the pupil, and the emergency contacts list has been exhausted, the police will be contacted.
- The absent pupil's teacher will fill in an incident form, describing all circumstances leading up to the pupil going missing.
- If the absent pupil has an allocated social worker, is a looked-after child, or has any SEND, then the appropriate personnel will be informed.
- When the pupil has been located, members of staff will care for and talk to the pupil to ensure they are safe and well.
- Parents and any other agencies will be informed immediately when the pupil has been located.

The headteacher will take the appropriate action to ensure that pupils understand they must not leave the premises, and sanctions will be issued if deemed necessary. Appropriate disciplinary procedures will be followed in accordance with the Behaviour Policy.

The headteacher will carry out a full investigation and will draw a conclusion as to how the incident occurred. A written report will be produced, and policies and procedures will be reviewed in accordance with the outcome where necessary.

12. Attendance Intervention

In order to ensure the school has effective procedures for managing absence, the Attendance Lead, supported by the SLT, will:

- Establish a range of evidence-based interventions to address barriers to attendance.
- Monitor the implementation and quality of escalation procedures and seek robust evidence of the escalation procedures that work.
- Attend or lead attendance reviews in line with escalation procedures.
- Establish robust escalation procedures which will be initiated before absence becomes a problem by:
    - Sending letters to parents.
    - Holding attendance meetings with parents/ carers
    - Creating attendance contracts
    - Engaging with LA attendance support
    - Using fixed penalty notices.

The school will use attendance data, in line with the 'Monitoring and analysing absence' section of this policy, to develop specific strategies to improve attendance where patterns of absence are emerging. These strategies will be developed on a case-by-case basis, and will consider the particular needs of the pupils whom the intervention is designed to target.

The school will acknowledge outstanding attendance and punctuality in the following ways:

- Being entered into the half termly raffle (one entry for each full school week attended)
- Earning marbles for whole class weekly attendance figures
- Dress down days
- Move along the attendance display board to win a big prize
- Pupils receive half-termly certificates for outstanding attendance

School trips and events will be considered a privilege. Where attendance drops below 90 percent, these privileges may be taken away. The school will develop strategies for ensuring pupils with health needs or home circumstances that result in additional absences are not unfairly excluded from attendance rewards.

13. Working With Parents To Improve Attendance

The school will work to cultivate strong, respectful relationships with parents and families to ensure their trust and engagement. Open and honest communication will be maintained with pupils and their families about the expectations of school life, attendance and performance so that they understand what to expect and what is expected of them. The school will liaise with other agencies working with pupils and their families to support attendance, e.g. social services.

The school will ensure that there are two sets of emergency contact details for each pupil wherever possible to ensure the school has additional options for getting in touch with adults responsible for a pupil where the pupil is absent without notification or authorisation.

The school will ensure that parents are aware of their legal duty to ensure that their child attends school regularly and to facilitate their child's legal right to a full-time education - parents will be made aware that this means their child must attend school every day that it is open, except for in certain circumstances, e.g. sickness or absences that have been authorised by the Attendance Lead in advance. The school will regularly inform parents about their child's levels of attendance, absence and punctuality, and will ensure that parents are aware of the benefits that regular attendance at school can have for their child educationally, socially and developmentally.

If a pattern of absence becomes problematic, the Attendance Lead will work collaboratively with the pupil and their parents to improve attendance by addressing the specific barriers that prevent the pupil from being able to attend school regularly. The school will always take into consideration the sensitivity of some of the reasons for pupil absence and will approach families to offer support rather than immediately reach for punitive approaches.

Where these barriers are related to the pupil's experience in school, e.g. bullying, the Attendance Lead will work with the headteacher and any other relevant school staff, e.g. the SENDCO, to address this. Where the barriers are outside of the school's control, e.g. they are related to issues within the pupil's family, the Attendance Lead will liaise with any relevant external agencies or authorities, e.g. children's social care or the LA, and will encourage parents to access support that they may need.

14. Persistent Absence (PA)

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 will remain central to the school's strategy to improving attendance.

There are various groups of pupils who may be vulnerable to high absence and PA, such as:

- Children in need:

- LAC:
- Young carers:
- Pupils who are eligible for FSM:
- Pupils with EAL:
- Pupils with SEND:
- Pupils who have faced bullying and/or discrimination.

The school will use a number of methods to help support pupils at risk of PA to attend school. These include:

- Offering catch-up support to build confidence and bridge gaps.
- Meeting with pupils and parents/ carers to discuss patterns of absence, barriers to attendance, and any other problems they may be having.
- Establishing plans to remove barriers and provide additional support.
- Making regular contact with families to discuss progress.
- Assessing whether an EHC plan may be appropriate.
- Considering what support for re-engagement might be needed, including for vulnerable groups.

The school will focus particularly on pupils who have rates of absence over 50%, and will work with the LA and other partners to engage all relevant services needed to identify and address the wider barriers to attendance these pupils are facing.

Where a pupil at risk of PA is also at increased risk of harm, the school will work in conjunction with all relevant authorities, e.g. social services, to support the pupil in line with the school's duty of care. The school will also bear in mind that the continuation of severe PA following intervention may, in itself, constitute neglect, and will escalate any concerns in this regard in line with the Child Protection and Safeguarding Policy.

15. Penalty Notices And Legal Intervention

The school will allow sufficient time for attendance interventions and engagement strategies to improve pupils' attendance; however, where engagement strategies to improve attendance have not had the desired effect, the Attendance Lead will consider:

- Holding a meeting with parents and the pupil's class teacher.
- Holding a formal meeting where an attendance contract will be agreed with parents.
- Working with the LA to put an education supervision order in place.
- Engaging children's social care where there are safeguarding concerns.

Where the above measures are not effective, the Attendance Lead will issue a notice to improve as a final opportunity for parents to engage in support and improve attendance before a penalty notice is considered.

Where a pupil reaches the national threshold of 10 sessions of unauthorised absence in a rolling period of 10 school weeks, the school will consider whether a penalty notice is appropriate. Each case will be considered individually to determine whether a penalty notice or another tool or legal intervention should be used to improve attendance.

A fixed penalty notice will be issued in line with the LA's code of conduct and the DfE's 'Working together to improve school attendance' guidance.

Penalty notices for unauthorised absences will be charged at £160, reduced to £80 if paid within 21 days.

A penalty notice of £120 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 five days of a fixed period or permanent exclusion. This will be reduced to £60 if paid within 21 days.

Parents will only get up to two fines for the same child in a three-year period. Once this limit has been reached, other action such as a parenting order or prosecution will be considered.

Where attendance still does not improve following a fixed penalty notice, the school will work with the LA to take forward attendance prosecution as a last resort.

Parents who are prosecuted and attend court because their child has not been attending school may be fined up to £2,500.

Education Supervision Orders (ESOs)

Where interventions have not been successful, an ESO can be an alternative to provide formal legal intervention without criminal prosecution. ESOs are made through the Family or High Court and give the LA a formal role in supporting the pupil and parents to improve their attendance. LAs will issue parents with a notice of the intention to consider an ESO, set up a meeting to discuss with the parent and pupil, and decide whether the case will be taken forward.

Once an ESO is secured, a supervisor from the local authority will decide any actions or requirements. These may include:

- Requiring the parents to attend support meetings.
- Requiring the parents to attend a parenting programme.
- Requiring the parents to access support services.
- Requiring an assessment by an educational psychologist.
- Review meetings involving all parties to be help every 3 months.

Failing to comply with an ESO will result in a fine and decisions will be made about whether further action is required.

16. Monitoring And Analysing Absence

The Attendance Lead will monitor and analyse attendance data regularly to ensure that intervention is delivered quickly to address habitual absence at the first signs.

The school will collect data regarding punctuality, truancy, and authorised and unauthorised absence, for:

- The school cohort as a whole.
- Individual year groups.
- Individual pupils.
- Demographic groups, e.g. pupils from different ethnic groups or economic backgrounds.
- Other groups of pupils, e.g. pupils with SEND, LAC and pupils eligible for FSM.

- Pupils at risk of PA.

The Attendance Lead will conduct a thorough analysis of the above data on a half-termly, termly and full-year basis to identify patterns and trends. This will include identifying, for each group:

- Patterns in uses of certain codes.
- Particular days of poor attendance.
- Historic trends of attendance and absence.
- Barriers to attendance.

The Attendance Lead will provide regular reports to staff across the school to enable them to track the attendance of pupils and to implement attendance procedures. The Attendance Lead will also be responsible for monitoring how attendance data changes in response to any interventions implemented to increase attendance in future.

The governing board will regularly review attendance data, including examinations of recent and historic trends, and will support the SLT in setting goals and prioritising areas of focus for attendance support based on this data.

The school will also benchmark its attendance data against local-, regional- and national-level data to identify areas of success and areas for improvement and will share practice which has been shown to be effective with other schools.

17. Training Of Staff

The school will recognise that early intervention can prevent poor attendance. As such, staff will receive training in identifying potentially at-risk pupils as part of their induction and refresher training.

The governing board will ensure that teachers and support staff receive training in line with this policy as part of their induction. Following this initial training, staff will receive regular and ongoing training as part of their development.

Training will cover at least the following:

- The importance of good attendance.
- That absence is almost invariably a result of wider circumstances.
- The legal requirements on schools, e.g. the keeping of registers.
- The school's strategies and procedures for monitoring and improving attendance.
- The school's procedures for multi-agency working to provide intensive support for pupils who need it.

Staff will receive training to ensure they understand that increased absence from school could indicate a safeguarding concern and know how such concerns should be managed.

18. Deletions Of Names From The Admission Register

The school will ensure that it only deletes names from the admission register for a reason set out in regulation 9 of the School Attendance Regulations. A pupil's name will never be removed for any other reason and the school is aware that doing so could constitute off-rolling.

The school will make returns to the LA when pupils' names are deleted from the admission register. This will be with the exception of pupils whose name has been deleted from the register at or after the end of the last term of the school year when they are in the most senior year group, unless the LA has requested this information.

When the school is notifying the LA that a pupil's name is being deleted from the admission register, the following information about the pupil will be provided:

- Full name:
- Address:
- The full name and address of any parent the pupil normally lives with:
- At least one telephone number by which any parent the pupil normally lives with can be contacted in an emergency:
- If applicable, the pupil's future address, the full name and address of the parent who the pupil is going to live with and the date the pupil will start living there:
- If applicable, the name of the pupil's other school and when the pupil began or will begin to attend the school:
- The reason under which the pupil's name has been deleted from the admission register.

Names will never be retrospectively deleted from the admission or attendance register - these registers will remain an accurate record of who is a registered pupil and their attendance at any given time. Pupils' attendance will be recorded up until the date that their name is deleted from the admission register.

19. Monitoring And Review

Attendance and punctuality will be monitored throughout the year. The school's attendance target is 96 percent or above.

This policy will be reviewed annually by the Attendance Lead. The next scheduled review date for this policy is Summer 2027.

Any changes made to this policy will be communicated to all relevant stakeholders.

Appendices

i. Attendance Monitoring Procedures

Barleyhurst Park Primary School has adopted the following attendance monitoring procedures, to ensure that pupils' attendance meets the expected standard, and effective intervention is provided where pupils' attendance falls below the standard:

Attendance data is reviewed by the attendance lead at the end of each week, this details weekly attendance figures for each class, as well as the school as a whole.

Attendance is celebrated in the Star of the Week assembly, it is also discussed by class teachers, emphasizing the importance of regular attendance and the problems than can occur with frequent absences from school.

Weekly attendance figures are displayed in classes to allow pupils to monitor their collective class attendance and celebrate when attendance exceeds the national average.

Contact is made with parents on the first day of absence for any pupil absence not reported. 'N' codes are used to indicate that the pupil is absent for a reason not yet provided; these N codes are reported to the Attendance Lead. Any N codes not established after a week are recorded as an unauthorised absence.

Welfare checks are carried out on the third day of absence for pupils whose attendance is a concern. Parents/ carers are made aware of the welfare check on the second day of absence.

Attendance data is formally reviewed every 6 weeks. If a pupil's attendance falls below 93 percent, class teachers will have a meeting/ phone call with the pupil's parent(s) to discuss potential barriers and what support the school can put in place.

The pupil's attendance continues to be monitored and if attendance does not show signs of improvement, the Attendance Lead will write to the parents highlighting the importance of maintaining good attendance.

If the attendance continues to be a concern, then a more formal meeting will take place with the Attendance Lead and, if necessary, the SENDCo where an attendance contract will be drawn up.

If targets are met, a letter is sent home from the Attendance Lead to congratulate the pupil and their parents on improving attendance. Monitoring and communication with the parents continues until attendance stabilises to 96 percent.

If the targets are not met, and the pupil has 15 days of absence, a referral will be made to the local authority who will put in place their own interventions, which may involve a penalty notice.

If a pupil has 10 unauthorised sessions in a 10-week period, including U codes in the register, parent(s) may be liable for a penalty notice.

ii. MKCC Escalation Process

1. Support First	2. Notice to Improve	3. First Action (£80)	4. Second Action (£160)	5. Third Action Prosecution
Milton Keynes adopts a 'support first' principle. All families should be offered good support to break down in-school and out-of-school barriers to attendance.	<u>Sporadic Absence:</u> Issued for 10 sessions of unauthorised absence over a 10 school-week period. Families are offered a 6 week period to improve their attendance and engage with support. <u>Holidays</u> Not used for unauthorised holidays taken in term time	<u>Sporadic Absence:</u> Issued for 10 sessions of unauthorised absence over a 10-week period. <u>Holidays</u> Issued for a first unauthorised holiday taken in term time. **PENALTY:** £80 per pupil, per parent if paid within 21 days. £160 up to 28 days. If unpaid within 28 days, it will proceed to court. 3 Year 'rolling period' commences.	<u>Sporadic Absence:</u> Issued for second period of 10 sessions missed over a 10-week period *within a 3- year rolling time frame* <u>Holidays</u> Issued for a second unauthorised holiday taken in term time over a 3- year period. In both cases must be same parent/child. **PENALTY:** £160 per pupil, per parent. If unpaid within 28 days will proceed to court.	<u>Sporadic Absence:</u> System will place a block on any FPN system and the school will need to refer on a V2 for a PACE. <u>Holidays</u> As above but will not need PACE interview. In both cases same parent/child. **PENALTY:** S. 444(1)/(1a) prosecution