



Attendance Policy

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ATTENDANCE MATTERS



Introduction

This policy has been updated to reflect the changes in the DfE document which comes into effect on 19th August 2024. [Working together to improve school attendance.](#)

Promotion of Excellent Attendance

Oaks Park High School is committed to promoting excellent attendance and punctuality as part of our whole-school culture. We believe that high attendance is crucial for students to achieve their full potential. Therefore, we set high expectations for attendance and punctuality and work in partnership with parents to support their role in promoting good attendance. Our goal is for all students, from Years 7 to 13, to achieve 100% attendance and punctuality.

Collaboration with Stakeholders

We will collaborate closely with stakeholders, including parents and the Local Authority, to monitor and support student attendance. By working together, we aim to remove barriers that can impact attendance.

Monitoring and Data Sharing

The school will work with the Local Authority to monitor attendance and punctuality, using appropriate strategies to address any issues. We will share daily attendance data with the Department for Education to help monitor trends and patterns.

Impact of Attendance on Academic Achievement

Evidence suggests that an individual's qualifications can be significantly affected if attendance concerns are not addressed. To this end, the school will adhere to the Local Authority's policies and, if necessary, use legal sanctions against parents in cases of persistent absence or lateness.

Role Models and Education

Staff will act as role models and emphasize the importance of excellent attendance and punctuality. This will be reinforced through lessons, tutorial times, the student planner (for monitoring and target setting), PSHE, and assemblies.

This policy aligns with the [London Borough of Redbridge Attendance Strategy](#), the latest DfE guidance and clearly outlines the school's approach to promoting and supporting excellent attendance and punctuality

1. Vision and Principles

Every minute of learning time at Oaks Park High School is precious for students and staff. At all times, students should be 'Ready To Learn' and enthusiastic about attending school every day.

The school will work together with stakeholders to by embedding the following principles:

Expectation: We aspire to high standards of attendance from all students and parents and aim to build a culture where all can, and want to, be in school and ready to learn by prioritising attendance improvement across the school; 100% attendance and punctuality are expected from everyone in the school community. Students need to attend school in order to benefit from the educational experience offered at Oaks Park High School.

Monitor: The School Attendance Team will rigorously use attendance data to identify patterns of poor attendance (at individual and cohort level) as soon as possible so all parties can work together to resolve them)

Listen and Understand: When a pattern is spotted, discussions will be had to understand the barriers to good attendance and work on agreeing how all parties can work together to resolve them.

Facilitate Support: By removing these barriers, the school will be able to facilitate the necessary support .

Formalise Support: Where absence persists and voluntary support is not working or not being engaged with, the school will clearly explain the consequences and ensure support is also in place to enable families to respond. Depending on the circumstances this may include formalising support through an attendance contract or education supervision order.

Enforce: Where all other avenues have been exhausted and support is not working or not being engaged with, enforce attendance through statutory intervention: a penalty notice in line with the National Framework or prosecution to protect the pupil's right to an education.

2. Absences

2.1 Importance of Attendance

Absence from school, whether authorized (valid reason) or unauthorised (no valid reason), affects an individual's ability to develop positive peer and adult relationships and social skills. Regular and punctual attendance habits are essential as they enable individuals to participate in social organisations, fulfill commitments, and contribute at work and school. These habits need to be formed, developed, encouraged, and rewarded—they do not develop spontaneously.

2.2 Impact of Truancy

Truancy, or unauthorized absence from school, significantly impacts a student's social and academic performance. Truants are more likely to perform poorly in school, both socially and academically. They are also at a higher risk of engaging in anti-social or criminal behavior and may find it more challenging to secure and maintain employment. Truancy negatively affects a child's life chances. Therefore, Oaks Park High School is committed to emphasizing the need for outstanding attendance and punctuality and will take swift action to prevent long-term truancy from developing.

2.3 Policy and System for Attendance

Having a comprehensive Attendance Policy and system in place allows us to clearly communicate the importance of excellent attendance and punctuality to parents/carers. It also enables us to challenge students and parents/carers who may condone absences for trivial reasons. We thoroughly explore the reasons provided by parents/carers for absences and discuss their impact on their child's education and future prospects. This approach helps us build an evidence base that enhances our understanding of which individual students and groups are vulnerable, enabling us to take swift and positive interventionist actions.

2.4 Understanding Types of Absence:

Every half-day absence from school must be classified by the school (not by the parents), as either Authorised or Unauthorised. Therefore, information about the cause of any absence is always required by calling the attendance line or emailing the attendance team.

2.5 Authorised absences

Authorised absences are mornings or afternoons away from Oaks Park High School for a good reason like illness, medical/dental appointments which unavoidably fall in school time, extreme emergencies, or other reasons Oaks Park High School deem to be unavoidable.

Students will not be allowed to leave Oaks Park High School for medical appointments without evidence or an appointment card. We advise that all appointments be booked (where possible) outside of school hours to avoid negatively impacting on our child's education.

Valid reasons for authorised absence include:

- 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 parents belong. A maximum of 3 (non -successive school) days will be considered for religious observance in any 1 academic year. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart.
- Traveller students 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

Regular days off due to illness will be challenged by letter and a request for a meeting with the school's Attendance Officers and/or Education Welfare Officer (EWO) . Lack of any medical evidence for these days off will lead to unauthorised absence leading to the possibility of the issuing of a Penalty Notice. (See Paragraph 5. Penalty Notices)

High levels of authorised absence will also lead to the involvement of the Attendance Officers and the Education Welfare Officer (EWO). This will be reviewed at regular intervals during each term.

2.6 Unauthorised absences

Unauthorised absences are those which Oaks Park High School does not consider reasonable and for which no authorisation has been given. This type of absence can lead to using sanctions and/or legal proceedings.

Unauthorised absence includes, but are not limited to:

- Parents/carers keeping students off school unnecessarily.
- Truancy before or during the school day.
- Absences which have never been properly explained.
- Students who arrive at school too late to get a mark .
- Shopping, looking after other siblings or birthdays .
- Day trips and holidays in term time.
- Any absence which the school does not consider reasonable

Whilst any student may be off school because they are ill, sometimes they can be reluctant to attend the school. Any problems with regular attendance are best resolved between the school, the parents/carers, and the student. If the student is reluctant to attend, it is never advisable to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and usually makes things worse. It is the legal responsibility of every parent to ensure their child attends that school regularly. This means their child must attend every day that the school is open.

3. Absence Procedures for Parents/Carers

If a child is going to be absent, the Parent/Carer informs the school in one of the following ways:

- 1) Email: attendance@oakspark.redbridge.sch.uk
- 2) Telephone: 0208 590 2245. Press Option 1 to report your child absent. Then choose one of the following options:
 - Press 1 for Lower School (Year 7 & Year 8)
 - Press 2 for Middle School (Year 9 & Year 10)
 - Press 3 for Upper School (Year 11 & Sixth Form)

Parent/Carers must inform the school **by 7.30am** on the day of absence with the reason why their child is absent. Parent/Carers will be contacted by a member of the School Attendance Team to submit evidence of any medical appointments if not emailed through.

Parent/Carers must contact the school every subsequent day of absence until the student returns to school. Upon return from absence, the student should provide Student Services or the Sixth Form office with a note from the Parent/Carer so the appropriate code can be entered into the register.

Medical appointments should be kept to a minimum and preferably made outside of school hours. The school will only authorise either a morning or afternoon for any medical appointments, providing a copy of the appointment is submitted to the School Attendance Team. Students are expected to bring in a note to confirm the appointment to allow them to sign in or out of school.

Holidays should NOT be arranged in term time as this has a negative impact on the child's education. The school will only grant leave in term time in the most exceptional circumstances.

3.1 Approval for term-time absence

For every planned absence we request a Leave of Absence (LOA) request form to be completed at least 4 weeks prior to the absence. LOA forms can be found on our website and collected directly from reception. They must be fully completed with reasons (and attached evidence where appropriate). We review LOAs on a case by case basis, but as a general rule We do not approve leave of absence, unless there are exceptional reasons. Family Holidays will not be counted as exceptional.

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

All schools are expected to restrict leaves of absence to the specific circumstances set out in regulation 11 of the School Attendance (Pupil Registration) (England) Regulations 2024 and schools maintained by a local authority and special schools not maintained by a local authority must do so.

These circumstances are limited to:

- **Taking part in a regulated performance or employment abroad:** in line with a licence issued by a local authority or Justice of the Peace or a body of persons approval (BOPA).
- **Attending an interview:** for entry into another educational institution or for future employment where requested in advance by a parent the student normally lives with.

- **Study leave:** for public examinations, as agreed in advance with a parent the student normally lives with. Please note this does not include any internal examinations such as mocks as study leave should not be granted in such cases.
- **A temporary, time-limited part-time timetable:** where the student is of compulsory school age, both the parent who the student normally lives with and school agree the student should temporarily be educated on a part-time basis for exceptional reasons and have agreed the times and dates when the pupil will be expected to attend school as part of that timetable
- **Exceptional circumstances:** We define 'exceptional circumstances' as one off events which are unavoidable, examples may include the death of a close relative, attendance at a funeral, respite care of a looked after child, a housing crisis which prevents attendance.

The school will use discretion as to what can be classified as exceptional circumstances and can only be granted the headteacher.

Written evidence must be provided with the application.

If a leave of absence is not granted by the headteacher but the parents proceed to take their child out of school, this will be recorded as an unauthorised absence. In such cases, the school is obligated to refer the matter to the London Borough of Redbridge Education Welfare Service.

From August 2024, the Education Welfare Service will issue a fixed penalty notice of £160 per parent, per child for unauthorised term-time holiday absences. This penalty must be paid within 28 days. However, if paid within 21 days, the penalty is reduced to £80 per parent, per child. Extended leave may result in your child being removed from the school roll.

3.2 Sixth Form attendance

We also encourage good attendance in the sixth form and monitor attendance patterns on a weekly basis. If there are any attendance concerns, the School Attendance Team invites the parents and student to an attendance meeting, where a personalised support plan is created so that the student and parents are taking ownership of the absence and understand the implications of not attending. The support plan is then sent home, along with an attendance leaflet and cover letter explaining the process. The attendance information is included in the Induction Pack each year.

Parents/Carer responsibility

1. Parents/Carers have a legal responsibility to ensure their child regularly attends the Sixth Form and are punctual. Failure to fulfill this duty may result in the place in the Sixth Form being removed. The school will follow
2. Parents/Carers are responsible for immediately informing school of the reason for any absence by phone call on the first morning of any absence and keeping the school informed about the absence.
3. Parents/Carers should not take their child on holiday in term time without the school's prior written permission and are to be made aware of the potential risk of . Parents/Carers can expect the school to keep them fully informed if there are any attendance issues.
4. Parents/carers are responsible for ensuring that their child attends school regularly, punctually, properly dressed and equipped and in a fit condition to learn.

4. Absenteeism

Oaks Park High School defines absenteeism as the practice of regularly missing or staying away from school without a valid reason. If a student has three days of unauthorised absences throughout the academic year, they will be considered as an irregular attendee and therefore parents / carers will be contacted to discuss this matter and the next steps. A home visit may also be carried out where concerns about attendance have been identified.

4.1 Persistent Absenteeism (PA)

A student who becomes a 'persistent absentee' when they miss 10% or more schooling across the school year for whatever reason. Absence at this level is doing considerable damage to any student's educational prospects and life chances; we need parents/carers' full support and co-operation to tackle this. All PA cases are also automatically made known to our Attendance Officer & Education Welfare Officer (EWO)

We monitor all absences thoroughly. Any case that is seen to have reached the PA mark or is at risk of moving towards that mark is given priority and a parent/carer will be informed of this immediately. PA students are tracked and monitored carefully through our regular attendance tracking meetings. Stu

4.2 Actions for Persistent Absent students

Stage 1 Early Intervention (Voluntary Early Help Plan)

Where a student's attendance falls below 95%, parent/carers will be contacted by the child's Form Tutor to discuss the attendance. This is the First Stage (Stage 1) of intervention. This stage is informal and will explore initial support for the students to develop good attendance patterns. This will be reviewed every 3 weeks.

Stage 2 Informal Support Meeting (Voluntary Early Help Plan)

Parent/Carers will need to attend a meeting to discuss their child's attendance. This will be with a member of the School Attendance and/or the Educational Welfare Officer. This meeting will allow the parent/carers to outline their views on the attendance, any underlying issues and how they believe these should be addressed. This meeting will allow the identification of barriers to attendance and a timeframe for monitoring attendance to improve. An informal plan is developed to support the student and family. This will be reviewed every 3 weeks. A home visit may also be carried out where concerns about attendance have been identified.

Legal Pathways and Educational Welfare Officer involvement

Stage 3 Formal Support- Attendance Contact

Parent/carers will be subject to an Attendance contract between the school or Local authority to address irregular attendance. An attendance contract is a written formal agreement between the parent, the school and/or local authority (EWO) and allows secure engagement and support. The duration will be between 3 and 12 months. The attendance contract offers an alternative to prosecution. The school will work in partnership with the parent to gain their cooperation and compliance. The attendance contract will be reviewed at set dates outlined in the meeting.

Where a parent/carer does not comply with the requirements set out in the attendance contract, an opportunity will be given to the parent/carer to explain the reasons. Where no explanation is given, or the school is not satisfied with the explanation, the parent/carer will be served with a warning to explain that the attendance contract is not working and may be terminated, and another course of action pursued, if the parent does not engage. This will likely be escalated to an Education Supervision Order.

Stage 4: Education Supervision Orders (ESOs)

Where a voluntary early help plan, or formal attendance contract has not been successful, an Education Supervision Order (ESO) can be used to provide formal legal intervention without criminal prosecution. In deciding whether to progress to an ESO, the school and local authority (EWO) have

exhausted voluntary support and are clear that making the order would be beneficial for the student and parent. ESOs are made through the Family or High Court

Where safeguarding concerns exist, the lead practitioner should also discuss with the school's designated safeguarding lead and children's social care services and agree an ESO would be a more suitable option than a s.17 (Children in Need) or s.47 (Child Protection) plan. The order initially lasts for one year, but extensions can be secured within the last 3 months for a period of up to 3 years at a time. The local authority (EWO) will act as the supervisor of the court order.

Where parents persistently fail to comply with the directions given under the ESO, they may be guilty of an offence. Local authorities can prosecute in the Magistrates Court for persistent non-compliance with the Order and parents (upon conviction) will be liable to a fine of up to £1,000.

Stage 5: Attendance Prosecution

If a child of compulsory school age fails to attend regularly at a school at which they are registered, or at a place where alternative provision is provided for them, their parents may be guilty of an offence and can be prosecuted by the local authority. Prosecution in the Magistrates Court is the last resort where all other voluntary and formal support or legal intervention has failed or where support has been deemed inappropriate in the circumstances of the individual case. Where it is decided to pursue prosecution, only local authorities can prosecute parents and they must fund all associated costs, including in the preparation of court documentation.

Local Authorities have the power to prosecute:

- Parents who fail to comply with a school attendance order issued by the local authority to require a parent to get their child registered at a named school (under section 443 of the Education Act 1996). This may result in a fine of up to level 3 (£1,000).
- Parents who fail to secure their child's regular attendance at a school, for which there are 2 separate offences: section 444(1) where a parent fails to secure the child's regular attendance; and section 444(1A) where a parent knows that the child is failing to attend school regularly and fails to ensure the child does so. The section 444(1) offence may result in a fine of up to level 3 (£1,000) and the section 444(1A) offence may result in a fine of up to level 4 (£2,500), and/or a community order or imprisonment of up to 3 months.
- Parents who fail to secure the regular attendance of their child at a place where the local authority or governing body has arranged alternative provision (under sections 444 and 444ZA). This may result in a fine of up to level 3 (£1,000), or if the parent is found to have known the child was not attending regularly and failed to ensure that they did so, a fine of up to level 4 (£2,500), and/or a community order or imprisonment of up to 3 months.
- Parents who persistently fail to comply with directions under an Education Supervision Order (under Schedule 3 to the Children Act 1989) or breach a Parenting Order or directions under the order (under section 375 of the Sentencing Act 2020). These may result in a fine of up to level 3 (£1,000).

The decision to prosecute rests solely with the Local Authority (London Borough of Redbridge)

Further information can be obtained in paragraphs 162-174 in the DFE guidance "[Working together to improve school attendance](#)".

5. Penalty Notices

The school or local authority can fine parents for the unauthorised absence of their child from the school where they are registered, where the child is of compulsory school age and are alternative to prosecution.

Penalty notices will be issued in line with the Education (Penalty Notices) (England) Regulations 2007, as amended and can only be issued by a headteacher or someone authorised by them (a deputy or assistant head), a local authority officer or the police.

Penalty notices are intended to prevent the need for court action and should only be used where:

- it is deemed likely to change parental behaviour;
- support to secure regular attendance has been provided and has not worked or been engaged with;
- support would not have been appropriate in the circumstances of the offence (e.g. an unauthorised holiday in term time).

The school will consider whether the issuing of a penalty notice is appropriate for each individual case where the student reaches the national threshold for consideration.

This is:

- 10 sessions of unauthorised absence in a rolling period of 10 school weeks. Each school day has 2 sessions (a morning and afternoon session)

This can be met with any combination of unauthorised absence

- (e.g. 4 sessions of holiday taken in term time plus 6 sessions of arriving late after the register closes all within 10 school weeks)

A school week means any week in which there is at least one school session. These sessions can be consecutive (e.g. 10 sessions of holiday in one week) or not (e.g. 6 sessions of unauthorised absence taken in 1 week and 1 per week for the next 4 weeks). The period of 10 school weeks can also span different terms or school years (e.g. 2 sessions of unauthorised absence in the Summer Term and a further 8 within the Autumn Term).

Further information can be found in paragraphs 175-185 in the DFE guidance” [Working together to improve school attendance](#)”.

5.1 Notices to Improve

A Notice to Improve is a final opportunity for a parent to engage in support and improve attendance before a penalty notice is issued. If the national threshold has been met and support is appropriate but offers of support have not been engaged with by the parent or have not worked, a Notice to Improve should usually be sent to give parents a final chance to engage in support.. The timeframe will range between 3 and 6 weeks.

5.2 Repeat Offences

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

- The first penalty notice issued to a parent in respect of a particular pupil will be charged at £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days.
- A second penalty notice issued to the same parent in respect of the same pupil is charged at a flat rate of £160 if paid within 28 days.
- A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of issue of the first. In a case where the national threshold is met for a third time (or subsequent times) within those 3 years, alternative action should be taken instead. This will often include considering prosecution, but may include other tools such as one of the other attendance legal interventions.

Further information can be found in paragraphs 190-194 in the DFE guidance” [Working together to improve school attendance](#)”.

6. Attendance legal intervention

Paragraphs 116-122 in the DFE guidance” [Working together to improve school attendance](#)”, explains the actions that which the school and/or the local authority can undertake to improve school attendance.

These are listed below, but not limited to:

- Education supervision order
- Penalty Notices
- Prosecution
- Parenting orders

Where a pupil has not returned from a period of leave or has had a continuous period of absence, the school and the School LA (London Borough of Redbridge) may need to carry out joint reasonable enquiries to investigate whether the child is a Child Missing Education (CME)

7 Procedures and practice

7.1 Procedures relating to punctuality

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

Students must be on site by 8.20am and in their tutor group line by 8.25am for morning registration and by 2.00pm for lesson 5.

Staff will be on gate duty daily to monitor students' safe arrival to school.

The back gates will be locked at 8.25am. After 8:25am students must enter by the front gate (Oaks Lane Entrance).

Students who arrive after 8.25am will be required to use their ID card to tap in on the Inventory Card reader, This will provide an accurate time of arrival. Students without their ID card will have their name recorded by the member of staff on duty. They will then update the register on Bromcom and issue a behaviour sanction for uniform infringement.

The front gate will be supervised until 8.50am. Any student arriving after this time should sign in at the main reception.

7.2 Register updates

Any amendment to the attendance register will include:

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

See appendix 1 for the DfE attendance codes.

We will also record:

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

7.3 Lateness and follow up

The register for the first session (Form Time) will be taken at 8.25am and will be kept open until 8.49am.

Staff will enter an 'L' code in the register for students arriving late to lessons and will enter the minutes late on Bromcom. Students who accumulate 2 or more lates to registration and /or period 5 during a 5 day week will receive a 60 minute detention after school with their Pastoral leader. This will be communicated home via an SMS message.

The Education Welfare Officer (EWO) will be closely involved in the monitoring of all punctuality concerns.

8. Roles and responsibilities

8.1 Students

Students are expected to:

- Attend every timetabled session on time
- Be in their Year group zones by 8.25am
- Ensure parent/carers contact the school to report their absence before 7.30am on the day of the absence and each subsequent day of absence

8.2 Parents/carers

Parents/carers are expected to:

- Make sure their child attends every day on time by 8:20am daily
- Inform the school of their child's absence before 7.30am on the day of the absence and each subsequent day of absence, and advise when they are expected to return.
 - Email: attendance@oakspark.redbridge.sch.uk
 - Telephone: 0208 590 2245 (Option 1 for Year 7-11; Option 2 for Sixth Form)
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day.
- Not take their child out for school for Term-time holidays

8.3 School Attendance Team

School Attendance Team will:

- Take calls from parents about absence on a day-to-day basis and record it on the school system
- Transfer calls from parents to the relevant staff (Form Tutor/Pastoral Leads/SLT) in order to provide them with more detailed support on attendance

The School Attendance Team are responsible for:

- Monitoring and analysing attendance data
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the headteacher

- Working with the Education Welfare Officer (EWO) to tackle persistent absence and low attendance.
- Advising the HT/DH (authorised by the headteacher) when to issue Penalty Notices
- The school email for attendance is attendance@oakspark.redbridge.sch.uk

8.4 The designated senior leader responsible for attendance (Senior Attendance Champion)

The Senior Attendance Champion is responsible for:

- Leading attendance across the school
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis
- Devising specific strategies to address areas of poor attendance identified through data
- Arranging calls and meetings with parents to discuss attendance issues
- Delivering targeted intervention and support to students and families

The Senior Attendance Champion responsible for attendance: Mr M Michael (DHT)

8.5 The headteacher

The headteacher is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual students
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary

Headteacher: Ms J L Hamill

8.6 The Governing Body

The Governing Board is responsible for:

- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfill expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole school
- Making sure staff receive adequate training on attendance
- Holding the headteacher to account for the implementation of this policy

Form Tutors and Class Teachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office via our MIS (Bromcom).

9. Lateness and Punctuality

9.1 Lateness

All students are expected to arrive at school on time. They are expected to be in their year group zones at 8.25am. Students arriving at school after 8.25am will be marked as late, using the appropriate code (L) for the morning session. If a student arrives after the register has closed (after 9.00 am), they will be marked as absent, using the appropriate code (U).

If students arrive at their afternoon session after 2.00pm will also be marked as late (L)

Students who are persistently late (three lates or more over a two week period including am and pm sessions) will be placed on a punctuality report for 4 weeks. Pastoral leaders will also set a detention which will be communicated in advance inline with the school's behaviour policy.

Students who continue to be late during the monitoring period will require a parental meeting and a referral will be made to the Educational Welfare Service.

9.2 Following up unexplained absence

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

- Contact the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school may contact other agencies who may be involved with the pupil.
- 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
- Contact the parent/carer via our communication systems on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer

10. Reporting to parents/carers

The school will regularly inform parents about their child's attendance and absence levels via half termly emails. Your child's form tutor or pastoral leader may also be in contact to discuss your child's attendance should it be necessary and in line with our monitoring and tracking processes.

Parents/carers will be able to check their child's current attendance via the My Child at School application and Student Portal.

11. Strategies for promoting excellent attendance

Excellent attendance will be celebrated with personalised half termly emails to parents and Year group assemblies.

The promotion of excellent attendance will be embedded within the pastoral routines. Form Tutors and Pastoral leaders will monitor attendance and contact parents to discuss attendance concerns. See Appendix 2 for the Attendance Monitoring Process.

11.3 The School Attendance Team together with the Education Welfare Officer will meet with Parent/carers where there are attendance issues during the year and review at regular intervals during the monitoring period. Where needed, additional support will be discussed and implemented by the school.

12. Attendance monitoring

12.1 Tracking

The school will:

- Monitor attendance and absence data daily, weekly, half-termly, termly and yearly across the school and at an individual pupil level
- Identify whether or not there are particular groups of children whose absences may be a cause for concern

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

12.2 Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify students or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these students and their families
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

12.3 Using data to improve attendance

The school will:

- Provide regular attendance reports to Form Tutors, Pastoral Leaders and other key staff to facilitate discussions with students and families
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

12.4 Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Hold regular meetings with the parents of students who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
- Provide access to wider support services to remove the barriers to attendance

13. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy

Appendix 1: Attendance codes

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

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school that is not sporting activity or work experience Examples are: - attending taster days at other schools; - attending courses at college; - attending unregistered alternative provision arranged by the school.
D	Dual registered	Pupil is attending a session at another setting where they are also registered
K	Attending education provision arranged by the local authority	Pupil is attending a place, other than the school or any other school at which they are a registered pupil, for educational provision arranged by a local authority. Examples are: - attending courses at college; - attending unregistered alternative provision such as, home tutoring.
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
Authorised absence		
C	Leave of absence for exceptional circumstance	Leave of absence granted at the discretion of the school;
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.	Pupil has been granted a leave of absence due to exceptional circumstances: Where the local authority have granted a licence for the pupil to take part in a performance Taking part in a regulated performance or employment abroad: in line with a licence issued by a local authority or Justice of the Peace or a body of persons approval (BOPA). Where a Justice of the Peace has given the pupil a licence to go abroad for a performance or other regulated purpose

C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable	This code is used to record when a pupil is absent with leave because they are subject to a part-time timetable in line with an agreement between the school and a parent the pupil normally lives with, that the pupil should temporarily be educated part-time
J1	Attending an interview for employment or for admission to another educational institution	This code is used to record a leave of absence has been granted for the purpose of attending an interview for employment or for admission to another educational establishment
E	Suspended or permanently excluded and no alternative provision made	The pupil is suspended from school or permanently excluded from school, but their name is still entered in the admission register, and no alternative provision has been made for the pupil to continue their education
I	Illness (not medical or dental appointment)	The pupil is unable to attend due to illness (both physical and mental health related).
M	Leave of absence for the purpose of attending a medical or dental appointment	Pupil is at a medical or dental appointment
Q	Unable to attend the school because of a lack of access arrangements	The pupil is unable to attend the school because a local authority have failed to make access arrangements to enable the pupil's attendance at school
R	Religious observance	The pupil is absent on a day that is exclusively set apart for religious observance by the religious body the parent(s) belong to. If the parent applies for more than one day, the school may only record one day using this code; the rest of the time would need a leave of absence, and this is granted at the school's discretion as set out under Code C.
S	Leave of absence for the purpose of studying for a public examination	The school can grant leave of absence for a pupil to study for a public examination and the leave has been agreed in advance with a parent who the pupil normally lives with. Study leave should not be granted by default once tuition of the exam syllabus is complete and should be used sparingly
T	Parent travelling for occupational purposes	Pupil is a mobile child and is travelling with their parent(s) in the course of their trade (i.e from a traveller community)
Y1	Unable to attend due to transport normally provided not being available	The pupil is unable to attend because the school is not within walking distance of their home and the transport to and from the school that is normally provided for the pupil by the school or local authority is not available
Y2	Unable to attend due to widespread disruption to travel	The pupil is unable to attend the school because of widespread disruption to travel caused by a local, national, or international emergency.
Y3	Unable to attend due to part of the school premises being closed	Part of the school premises is unavoidably out of use

Y4	Unable to attend due to the whole school site being unexpectedly closed	Where a school was planned to be open for a session, but the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Unable to attend as pupil is in criminal justice detention	The pupil is unable to attend the school because they are: • in police detention, • remanded to youth detention, awaiting trial or sentencing, or • detained under a sentence of detention.
Y6	Unable to attend in accordance with public health guidance or law	The pupil's travel to or attendance at the school would be: • contrary to any guidance relating to the incidence or transmission of infection or disease • prohibited by any legislation
Y7	Unable to attend because of any other unavoidable cause	An unavoidable cause, that is not covered by one of the other 'unable to attend' codes detailed above, is preventing the pupil from attending the school
Unauthorised absence		
G	Holiday not granted by the school	The school has not granted a leave of absence and the pupil is absent for the purpose of a holiday.
N	Reason for absence not yet established	When the reason for absence has not yet been established before the register closes; if a reason for absence cannot be established within 5 school days, schools must amend the pupil's record to Code O.
O	Absent in other or unknown circumstances	Where no reason for absence is established or the school is not satisfied that the reason given
U	Arrived in school after registration closed	Pupil arrived at school after the register closed (after 8.50am)

Code	Definition	Scenario
X	Non-compulsory school age pupil not required to attend school	Pupil of non-compulsory school age is not required to attend
Z	Prospective pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned whole school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

[Parent Guide](#)

[Webpage](#)

[LBR attendance Strategy](#)

[LBR Code of Conduct](#)

Appendix 2: Legislation and guidance

This policy meets the requirements of the DFE document [working together to improve school attendance](#)/ Page 92 of this document lists the legislations considered prior to the update of this Policy

Appendix 3:

[The School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)