



Queen's Manor Primary School

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Queen's Manor Primary School

ATTENDANCE POLICY

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Attendance Policy

Introduction

At Queen's Manor Primary School we believe it is of vital importance that our students have good attendance at school and all students play their part in this. We aim for an environment which enables and encourages all members of the community to be proud to belong and to achieve of their best. For our students to gain the greatest benefit from their education it is vital that they attend regularly and should be at Queen's Manor Primary School, on time, every day the Academy is open unless the reason for the absence is unavoidable. It is very important therefore that you make sure that your child attends regularly, and this policy sets out how together we will achieve this.

Regular attendance at school is of critical importance to a child's education. Evidence tells us that the pupils with the highest attainment at the end of key stage 2 and key stage 4 have higher rates of attendance over the key stage compared to those with the lowest attainment¹. Any absence affects the pattern of a student's schooling and regular absence will seriously affect their learning. Any student's absence disrupts the learning of others in the same teaching groups by disrupting classroom routines. Ensuring your child's regular attendance at Queen's Manor Primary School is your legal responsibility and permitting absence from Queen's Manor Primary School without a good reason creates an offence in law and may result in prosecution.

Aims

An effective whole school culture of high attendance is underpinned by clear expectations, procedures, and responsibilities. To ensure all leaders, staff, pupils, and parents understand these expectations, and how they apply at Queen's Manor Primary School this policy sets out:

- **Section 1:** the practical procedures to be followed at Queen's Manor Primary School in relation to attendance
- **Section 2:** the measures in place at Queen's Manor Primary School to promote regular attendance by its registered pupils
- **Section 3:** the responsibilities of particular members of staff in relation to attendance
- **Section 4:** the action to be taken by staff if a registered pupil fails to attend school regularly
- **Section 5:** the school's strategy for addressing any specific concerns identified in relation to attendance

¹ [Working together to improve school attendance](#)

Section 1: Practical Procedures

This section sets out the practical procedures to be followed at Queen's Manor Primary School in relation to attendance are as follows:

- 1.1. All pupils are to attend school each day and arrive on time. Gates and classroom doors open at 8.45am and close at 9:00am. It is expected that all pupils will have arrived by this time, otherwise they will be classed as late. It is the parent/carer's responsibility to ensure that each child arrives by this time. It is expected that all pupils will be collected from their pick up point at 3.30pm, when the school day ends. This does not relate to pupils who attend after school clubs. If a parent would like to request a period of absence, they are to contact, in writing, the school office. The email must outline the reason for the absence, the proposed dates and any supporting evidence (ie. Flight information)
- 1.2. School must be contacted each day daily via either email attendance@queensmanorprimary.org.uk , phone **020 7385 4343** or by informing office staff in person. This ensures that any absences are logged appropriately and can be monitored.
- 1.3. On the first day of absence, if contact with school has not been made via one of the above means, school will send an email requesting the reason for absence to parents/carers. A call home will be made by a member of the office team in the first instance. If we do not have contact and the pupil is absent for a second day, a member of the Pastoral or Leadership Team will call home to ascertain the reason for absence. If we do not have contact on the third day, two members of staff will conduct a Home Visit to make contact and ascertain the reason for absence. A letter will be left at the residence making parents/carers aware that school attended the home but were unable to speak to anyone. Where a pupil/family is deemed vulnerable, a home visit may be conducted sooner.

There are clear links from this policy to our safeguarding and child protection duties as set out KCSIE.

The Admissions Register (or "school roll")

- 1.4. As a school, we are responsible for keeping the Admissions Register up to date. This contains specific personal details of every pupil along with the date of admission or readmission to the school, information regarding parents and carers, and details of the last school attended.
- 1.5. We also hold emergency contact numbers for each pupil. It is our policy to hold more than one such number, so that we have options to make contact with a responsible adult should the need arise. These can be parents, extended family members and/or family friends.
- 1.6. A pupil's name can only be lawfully deleted from the admissions register in very limited circumstances and only when the local authority has confirmed the school may complete this action.

The Attendance Register

- 1.7. The register will be taken at the start of each morning session of each school day and once during the afternoon session. On each occasion, the school will record whether every pupil is:
 - present
 - attending an approved educational activity
 - absent
 - unable to attend due to exceptional circumstances.
- 1.8. These records will be kept electronically to ensure accuracy and the timely sharing and analysis of information – all of which is critical to ensure good attendance.

Punctuality and Regular Attendance

- 1.9. The School day starts at 9:00am and finishes at 3.30pm. The gates are open at 8:45 and close at 9am.

Lateness

- 1.10. If a pupil arrives late, they must sign in via the main office and include the reason for lateness. The school works alongside the Hammersmith and Fulham ACE Team (Attendance (statutory), child employment & entertainment, elective home education and children missing education team) to track lateness and identify any patterns. Where a pupil's lateness is impacting on their attendance & learning, ACE and school will schedule a meeting with the designated parent/carer and the Principal/member of Pastoral or Leadership to discuss the concern and talk through any ways the school could support.

- 1.11. If a pupil arrives after 9:00am, they will be marked as late.
- 1.12. A pupil who arrives late but before the register has closed at 9:10am will be marked as late, using the appropriate code.
- 1.13. A pupil who arrives after the register has closed will be marked as absent, using the appropriate code.
- 1.14. The parent is expected to bring their child to the school office and must complete a late slip. The late slip will outline the reasons for your child's lateness and this will go into your child's file and kept there for their time at Queen's Manor Primary School.
- 1.15. If a child is regularly late a punctuality awareness phone call will be made if lateness continues a meeting will be called to discuss a plan for improving punctuality.

Absence

- 1.16. Parents/carers may notify the school by phoning and leaving a message with the school office on 020 7385 4343, by sending an email attendance@queensmanorprimary.org.uk text message via Arbor or our Parent Communication App. The message must include the following details:
 - full name of pupil;
 - pupil's Year group ;
 - Full name of person reporting absence and relation to child;
 - Reason for absence.
- 1.17. Where a reason for the absence is not received by 9.30am on the day of the absence, the school will then attempt contact via email and text.
- 1.18. Where a child has been off for longer than 2 days for an illness, the school may ask parents to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence and complete
- 1.19. Parents/carers will need to complete a return to school form on the day the child returns. These can be found online or in the office.
- 1.20. Where further unexplained absences occur, the school will make further contact with the parent (including foster parents and/or social workers where appropriate). This should be with the aim of understanding why the absence has occurred, and when the pupil will return.
- 1.21. The correct absence code will be inputted into the Attendance Register as soon as the reason is ascertained and no later than five working days after the session(s).

Granting approval for term-time absence

- 1.22. As a school we will not grant any leave of absence to pupils during term time unless they consider there to be 'exceptional circumstances'.
- 1.23. We define 'exceptional circumstances' as incidents are unusual, unforeseen, and only likely to happen very infrequently.
- 1.24. The school considers each application for term-time absence individually, considering the specific facts, circumstances, and relevant context behind the request. A leave of absence is granted entirely at the Principal's discretion. Valid reasons for authorised absence include:
 - Illness and medical/dental appointments – as explained in point 1.27, 1.28 and 1.29
 - Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart
 - Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, 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

The school will not authorise absence for family holidays.

- 1.25. Should poor attendance become a concern, the school will implement the following steps:
- The first meeting is an informal meeting to see how the school can best support your in improving your child's attendance. Outcomes from this meeting may include support from the school nurse, early-help services or home-school liaison officer. The outcome from this meeting will be determined on a case-by-case basis.
 - Should attendance not improve another meeting will be held. This meeting will set targets and a contract will need to be signed the parent/carer.
 - Should attendance continue to not improve, the school will look at external services for support. This will include a referral to Early Help services and discussions with the ACE team from the local authority. An action plan will be created, and weekly targets set.

***If the school has a safeguarding concern linked to a child's absence, they will immediately make a referral to family services and this bypasses the process described above.**

Medical or dental appointments

- 1.26. Missing registration for a medical or dental appointment is counted as an authorised absence; advance notice is required for authorising these absences.
- 1.27. However, 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 and it is the school's expectation that the child is in school before and after the appointment (depending on time). Evidence of the appointment must be provided to the school.
- 1.28. Applications for other types of absence in term time must also be made in advance. Information relating to whether the school can authorise such absences can be found in points 1.23 to 1.26.

Section 2: Promoting Regular Attendance

This section sets out the measures in place at Queen's Manor Primary School to **promote** regular attendance by its registered pupils.

- 2.1. The school promotes good attendance by providing class and whole school attendance weekly via the newsletter. The school incentivises good attendance by sharing highest attendance winners during merit assembly on Friday and by providing a half termly reward for those pupils who have the best attendance, 100% attendance and also the most improved. If a class has a 'perfect week', meaning they have 100% attendance and 0 minutes late, they will also be rewarded. SEND and Medical need are taken into account within this calculation.
- 2.2. The SLT and Pastoral Team analyses attendance data daily, weekly and half termly. The school also liaises with Local Authority (ACE Team) to ensure pupils whose attendance is causing concern are sent correspondence highlighting this.

Promoting and incentivising

- 2.3. The School will:
- a) Treat all pupils and parents with dignity. Our staff will always seek to model respectful relationships to build a positive relationship between home and school that can be the foundation of good attendance.
 - b) Regularly inform parents about their child's attendance and absence levels.
 - c) Hold regular meetings with the parents of pupils who the school (and/or local authority) consider to be vulnerable or are persistently or severely absent to discuss attendance and engagement at school.
 - d) Identify pupils who need support from wider partners as quickly as possible and make the necessary referrals.
 - e) Make the necessary statutory data returns to the local authority.
 - f) Support pupils back into school following a lengthy or unavoidable period of absence and provide support to build confidence and bridge gaps.

Data Strategy

- 2.4. The School understands that as poor attendance is habitual, prevention and early detection is crucial. We will therefore undertake regular data analysis to:
- both identify and provide immediate additional support to pupils and/ or pupil cohorts that need it;
 - look at historic and emerging patterns across the school and develop strategies to address them.

- 2.5. The School will typically carry out the following analysis:
- Monitoring and analysing weekly attendance (including punctuality) patterns and trends, including whether there are particular issues for some children on certain days;
 - Half-termly, termly and full-year data analysis of patterns and trends, including analysis of pupils and cohorts, identifying patterns in use of certain codes, days where attendance is typically poor and (where appropriate) subjects with low lesson attendance
 - Benchmarking attendance data (at whole school, year group and cohort level) against Trust-level, local, regional and national data.
- 2.6. We will use this analysis to identify pupils who need support so that we can focus staff efforts on developing targeted actions for those students and to identify any common themes to support improvement planning. We will use the data to inform us regarding the impact of school-wide attendance efforts, including any specific strategies implemented, to evaluate approaches or inform action. We will also provide regular attendance reports to class teachers to facilitate discussions with pupils and to school leaders (including any special educational needs coordinators, designated safeguarding leads and pupil premium leads).

Attendance monitoring

- 2.7. The SLT and Pastoral Lead monitors pupil absence informally daily via Arbor. This is monitored formally on a weekly basis.
- 2.8. Parents are expected to call or text the school in the morning if their child is going to be absent due to ill health.
- 2.9. If a pupil's absence goes above 2 days, we will contact the parents to discuss the reasons for this (if the parent does not communicate with the school, the school will contact on the first morning of absence).
- 2.10. If after contacting parents a pupil's absence continue to rise, we will consider involving Attendance Team within Local Authority (ACE) for support.
- 2.11. If a pupil's attendance falls below 95%, an attendance review letter is sent, and an Attendance Awareness phone call will be made by the Pastoral Lead or a member of SLT. Support will be offered, and medical evidence requested. Senior Leadership are made aware at weekly attendance meetings and noted on pupil's file. If there is no improvement to attendance within 2 weeks, parent/carer invited to attend an attendance meeting to discuss poor attendance and an attendance plan is created. A continuous lack of improvement to attendance will result in a referral to the Attendance Team within Local Authority who may issue a Penalty Notice which could also result in court proceedings.
- 2.12. Where a pupil has reached status of persistent absentee (PA), where attendance is below 80%, they will be contact by the school and a meeting scheduled with the Principal/DSL and/or Pastoral Lead and the Local Authority will be informed. Where pupil's attendance is causing concern, but have not met the threshold of a PA they may receive correspondence from school outlining this and be contacted by the child's class teacher. Links to agencies such as Early Help via the local authority may be offered. Where a pupil is identified as a PA, it may be agreed with parents/carers that any further absences will not be authorised without the school being provided with medical evidence.
- 2.13. The persistent absence threshold is 10%. If a pupil's individual overall absence rate is greater than or equal to 10%, the pupil will be classified as a persistent absentee.
- 2.14. Pupil-level absence data is 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. We compare our attendance data to the national average, and share this with governors.

Reporting to parents

- 2.15. Your child's annual attendance is reported in their annual school report. This is also graded as 'Excellent', 'Good' or Cause for Concern'.

- 2.16. If your child's attendance is a cause of concern, you will be notified prior the end of the year and your will receive regular updates.

Absence reduction strategy

- 2.17. We will devise specific strategies to address areas of poor attendance identified through data. This may, for example, include pupils in a year group with higher-than-average absence or for specific groups of students. Regular contact between school and home for pupils with persistent absence will be unpicked to determine ways school could offer support to parents.
- 2.18. Where a pupil has been absent for more than two days, parents/carers must complete a 'Return to School' form and submit this to the main office.
- 2.19. Data and reports will be shared with the Local Governing Body.
- 2.20. As part of promoting regular attendance the school will consider the issuing of Penalty Notices (see points 4.6 to 4.9).

Pupils with medical conditions or special educational needs and disabilities

- 2.21. The School recognises that some pupils face greater barriers to attendance than their peers. These can include pupils who suffer from long term medical conditions or who have special educational needs and disabilities. Their right to an education is the same as any other pupil and therefore the attendance ambition for these pupils is the same as they are for any other pupil.
- 2.22. That said, in working with their parents to improve attendance, we will be mindful of the barriers these pupils face and put additional support in place where necessary to help them access their full-time education. This will include:
- a) Having sensitive conversations and developing good support for pupils with physical or mental health conditions. For example, making reasonable adjustments where a pupil has a disability or putting in place an individual healthcare plan where needed.
 - b) Considering whether additional support from external partners (including the local authority or health services) would be appropriate, making referrals in a timely manner and working together with those services to deliver any subsequent support.
 - c) Working with parents to develop specific support approaches for attendance for pupils with special educational needs and disabilities, including where applicable ensuring the provision outlined in the pupil's education, health and care plan is accessed. In addition, the school will work with families to help support routines where school transport is regularly being missed and work with other partners to encourage the scheduling of additional support interventions or medical appointments outside of the main school day. Please see the School's SEND policy for further details on SEND support.
 - d) Establishing strategies for removing the in-school barriers pupils may face, including considering support or reasonable adjustments for uniform, transport, routines, access to support in school and lunchtime arrangements.
 - e) Ensuring joined up pastoral care is in place where needed and consider whether a time-limited phased return to school would be appropriate, for example for those affected by anxiety about school attendance, recognising that such arrangements can be for a limited time only.
 - f) Ensuring data is regularly monitored for these groups including at board and governing body meetings and in Targeting Support Meetings with the local authority so that additional support from other partners is accessed where necessary.
- 2.23. Pupils with long term illnesses or other health needs may need additional support to continue their education, such as alternative provision provided by the local authority. Local authorities are responsible for arranging suitable education for children of compulsory school age who, because of health reasons, would otherwise not receive suitable education. Please see the School's policy on supporting pupils with medical conditions at school for further information.

- 2.24. In all cases, the school will be sensitive and avoid stigmatising pupils and parents; and talk to pupils and parents and understand how they feel and what they think would help improve their attendance to develop individual approaches that meet an individual pupil's specific needs.

Part-time timetables

- 2.25. All pupils of compulsory school age are entitled to a full-time education. In very exceptional circumstances, where it is in a pupil's best interests, there may be a need for a temporary part-time timetable to meet their individual needs. For example, where a medical condition prevents a pupil from attending full-time education and a part-time timetable is considered as part of a re-integration package. Please note that a part-time cannot be used as a reasonable adjustment for SEND, unless this is on a temporary basis and as advised by an external agency e.g., Educational Psychologist
- 2.26. A part-time timetable must only be in place for the shortest time necessary and not be treated as a long-term solution. Any pastoral support programme or other agreement should have a time limit by which point the pupil is expected to attend fulltime, either at school or alternative provision. Formal arrangements will also be put in place for regularly reviewing it (minimum monthly) with the pupil and their parents. In agreeing to a part-time timetable, a school has agreed to a pupil being absent from school for part of the week or day and therefore will treat such absence as authorised. We will of course consider how best to support learning when a child is working on a part time timetable. This will be confirmed through discussions between the SLT and Inclusion team

Section 3: Particular Responsibilities

This section outlines responsibilities of particular members of staff in relation to attendance.

- 3.1. The name and contact details of the senior leader responsible for the strategic approach to attendance in school is Lilli Landau (Principal) and Sarah Downey (Assistant Principal & DSL) admin@queensmanorprimary.org.uk
- 3.2. Responsibility for identifying unexplained absences on "day 1" will fall to Ellie Gates and Ali Wells.
- 3.3. Responsibility for identifying further unexplained absences will fall to Ellie Gates, Ali Wells (Pastoral Lead & DDSL), Sarah Downey (Assistant Principal and DSL) and the pupil's class teacher.
- 3.4. Responsibility for identifying and following up on concerns and serious concerns regarding absences will fall Ali Wells (Pastoral Lead & DDSL), Sarah Downey (Assistant Principal and DSL) and Lilli Landau (Principal)
- 3.5. Information and contact details of the school staff who pupils and parents should contact about attendance on a day-to-day basis are attendance@queensmanorprimary.org.uk
- 3.6. More detailed support on attendance can be requested from Ali Wells, Sarah Downey and Lilli Landau.

Section 4: Specific Action for Failure to Attend Regularly

This section sets out the action to be taken by staff if a registered pupil fails to attend the school regularly.

- 4.1. Where a pupil or family needs support with attendance, it is important that the best placed person in the school works with and supports the family. Wherever possible, we will keep this person consistent.
- 4.2. Where a pattern of absence is at risk of becoming, or becomes, problematic the school will draw on these relationships and listen to and understand the barriers to attendance the pupil or family is experiencing. In doing so, the school will take into consideration the sensitivity of some of the reasons for absence and understand the importance of school as a place of safety and support.
- 4.3. In the first instance, the school will support pupils and parents by working together to address any in-school barriers to attendance.
- 4.4. Where barriers are outside of the school's control, we endeavour to work together with all partners to support pupils and parents to access any support they may need. As a minimum, this will include meeting with pupils and parents at risk of persistent or severe absence to understand barriers to being in school, agreeing actions or interventions to address them and keeping those actions under regular review in discussion with pupils and families. This may include referrals to services and organisations that can provide support.

- 4.5. Where absence intensifies, so will the support provided, which will require us to work in tandem with the local authority and other relevant partners, as follows:
- If the needs and barriers are individual to the pupil this may include provision of mentoring, careers advice, college placements, 1-2-1 tuition or out of hours learning, or where appropriate an education, health and care plan or alternative provision.
 - Where the needs are wider and a whole family response is more appropriate, this is likely to include a voluntary early help assessment.
 - Where engagement in support is proving challenging, the school will hold more formal conversations with the parents (and pupil where they are old enough to understand). This is likely to be led by the senior leader responsible for attendance and may include the school's point of contact in the local authority School Attendance Support Team. The aim of these meetings will be to clearly explain the consequences of persistent and severe absence to the pupil and family and the potential need for legal intervention in future, but will also be an opportunity to continue to listen to and understand the barriers to attendance and explain the help that is available to avoid those consequences.
 - Where voluntary support has not been effective and/or has not been engaged with the school will work with the local authority to:
 - Put formal support in place in the form of a parenting contract or an education supervision order.
 - Intensify support through statutory children's social care involvement where there are safeguarding concerns, especially where absence becomes severe (below 50% attendance).
 - Issue a penalty notice where support would not be appropriate or has not been successful or engaged with and it is likely to change the parents' behaviour.
 - Prosecute parents where all other routes have failed or are not deemed appropriate. This could include making the case for a community or parenting order where the parent is convicted to secure engagement with support.

Legal sanctions

- 4.6. Schools can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.
- 4.7. If issued with a penalty notice, parents must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.
- 4.8. The decision on whether to issue a penalty notice ultimately rests with the Principal, following the local authority's code of conduct for issuing penalty notices. This may take into account:
- A few unauthorised absences occurring within a rolling academic year
 - One-off instances of irregular attendance, such as holidays taken in term time without permission
 - Where an excluded pupil is found in a public place during school hours without a justifiable reason
- 4.9. If the payment has not been made after 28 days, the local authority can decide whether to prosecute the parent or withdraw the notice.
- 4.10. In all cases, the school will monitor the impact of any intervention(s) and make adjustments where necessary in discussion with the pupil, parents and any other partners involved as part of any whole family plan or team around the family. Where interventions are failing, the school will work together with all parties to identify the reasons why and either adjust or change the approach.

Section 5: addressing any specific concerns

- 5.1. Further circumstances where additional support may be sought by school could occur in the below instances:
- Where a pupil has not been collected and school is unable to make contact with any identified adults on the pupil file, school will seek support from Hammersmith and Fulham Initial Consultation and Advice Team (ICAT)
 - Where a pupil is collected by an adult who is either not on the collection list or does not know the password, school will make contact with the relevant parent/carer to confirm collection prior to releasing the pupil

- Where a pupil is collected late three or more times, a member of SLT will make contact with the family to determine reasons and discuss means of support

Local Governing Body (LGB) Responsibilities:

6.1. The LGB recognises the importance of school attendance and will:

- promote it across the school's ethos and policies.
- Ensure school leaders fulfil expectations and statutory duties.
- Regularly review attendance data, discuss, and challenge trends, and help school leaders focus improvement efforts on the individual pupils or cohorts who need it most.
- Ensure school staff receive adequate training on attendance.

6.2. The LGB will also ensure:

- that the attendance policy and its contents are generally made known within the school and to parents of registered pupils at the school, and
- that steps are taken at least once in every school year to bring the attendance policy to the attention of all those parents and pupils and all persons who work at the school (whether or not for payment).

Approved by Local Governing Body on Date	November 2023
Link governor (Safeguarding Governors)	Fr Ross Gunderson & Mr Toby Fisher
Implementation Date	November 2023
Review Date	November 2023

Appendix

Attendance codes

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

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
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
Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the school
Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

Attendance Overview

Code	%	What does this mean?	Action	Documentation
Blue	100	<ul style="list-style-type: none"> Your child has excellent attendance 	<ul style="list-style-type: none"> Monitored by the Pastoral and Attendance Team. Half-termly certificate for outstanding attendance and punctuality are awarded Children who achieve 100% attendance and punctuality for the entire term receive a special certificate in recognition of their efforts 	<ul style="list-style-type: none"> Celebration certificates Newsletter
Green	96-99	<ul style="list-style-type: none"> Your child has good attendance 	<ul style="list-style-type: none"> Monitored by the Pastoral and Attendance Team. 	<ul style="list-style-type: none"> Phone call/attendance pattern letter
<p>If your child's attendance drops below 96%, you will receive a letter to notify you that we will be monitoring your child's attendance.</p>				
Amber	90-95	<ul style="list-style-type: none"> Your child's attendance is a concern This is the equivalent of between ½ a day to 1 day absent per fortnight 	<ul style="list-style-type: none"> Attendance Pattern Letter is sent to parents/carers (reflective of what their child's attendance is). Attendance Review Meeting letter sent to parents/carers (reflective of what their child's attendance is). When a child's attendance falls below 90% parents are informed of their child's average. Referral to the Governors Attendance Panel (where there has been insufficient improvement). 	<ul style="list-style-type: none"> Attendance Pattern Attendance Review Letter
<p>If your child's attendance fails to improve you will be required to attend fortnightly meetings and your child will be placed on an attendance support plan. Your case may be passed onto the Local Authority who will then take further action to bring about a prosecution for non-school attendance/unsatisfactory school attendance.</p>				
Red	Below 90	<ul style="list-style-type: none"> Your child's attendance is a serious concern Your child is classed as a 'Persistent Absentee' This is the equivalent of more than ½ a day absent per week 	<ul style="list-style-type: none"> Meeting with the Pastoral Lead, SLT and/or ACE Medical Evidence Only Letter sent Attendance Support Plan set up in school Penalty Charge Notice (where appropriate) Court Action (where appropriate) CAF (where appropriate) Referral to the Governors attendance panel 	<ul style="list-style-type: none"> Medical Evidence Only Letter Attendance below 90% letter Attendance action plan and contract Attendance follow up Medical only letter PCN referral letter

Attendance Follow Up Procedure

Excellent Attendance - 100%		
Good Attendance 96-99%	Absence phone call	Under 2 days return to school
96% or at risk of below 95%	Pattern of Absence Letter	Over 3 days return to school – medical evidence needed
Attendance between 90%-95%	Absence Review Letter (90%-95%)	
Attendance falls below 90%	Attendance Meeting, Action Plan and Contract & Follow Up Letter	Medical Only Letter
Persistent Absenteeism & no improvement seen	Persistent Absenteeism Referral to Local Authority	

Good Attendance means...

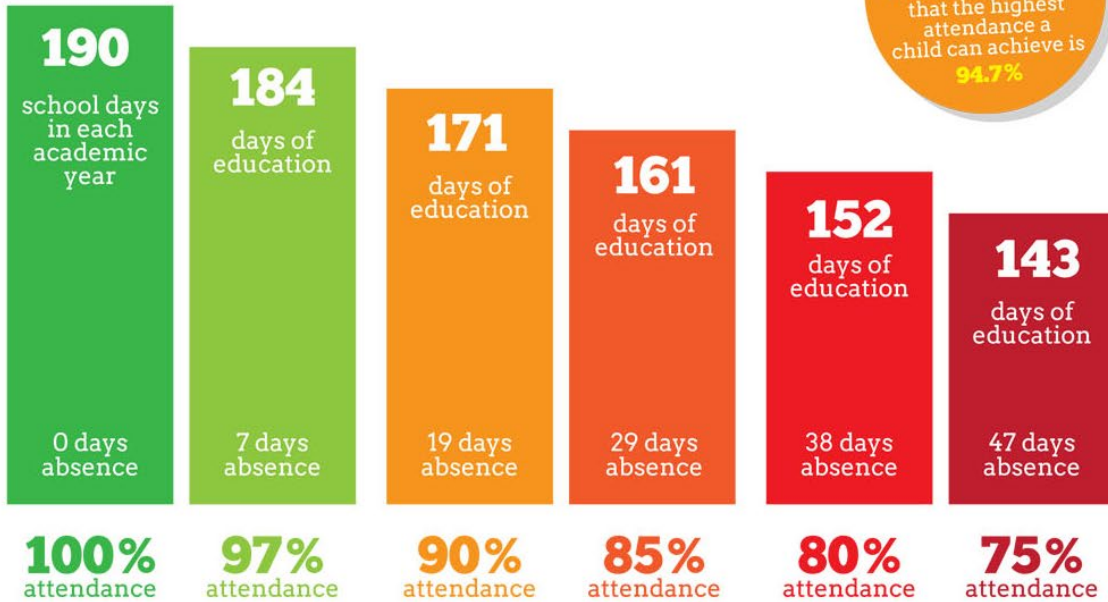
Being in school at least 97% of the time or 184 to 190 days

Remember

Your education is important - don't miss out!

Did you know?

A two week holiday in term time means that the highest attendance a child can achieve is **94.7%**



Well done

A good attendance gives you the best chance for success

I'm concerned

A poor attendance gives you less chance of success

Seriously worried

Very poor attendance has a serious impact and reduces life chances

There are **365** days in a calendar year

175 days are **not** spent at school*

*So there's plenty of time for shopping, holidays and appointments!

Did you know?

When pupils attend school they:

- ✓ Can achieve their full potential
- ✓ Have better career prospects
- ✓ Learn how to look after themselves and be healthy
- ✓ Grow in confidence
- ✓ Keep up with work and homework
- ✓ Make new friends

(Poster from Barnsley Council)

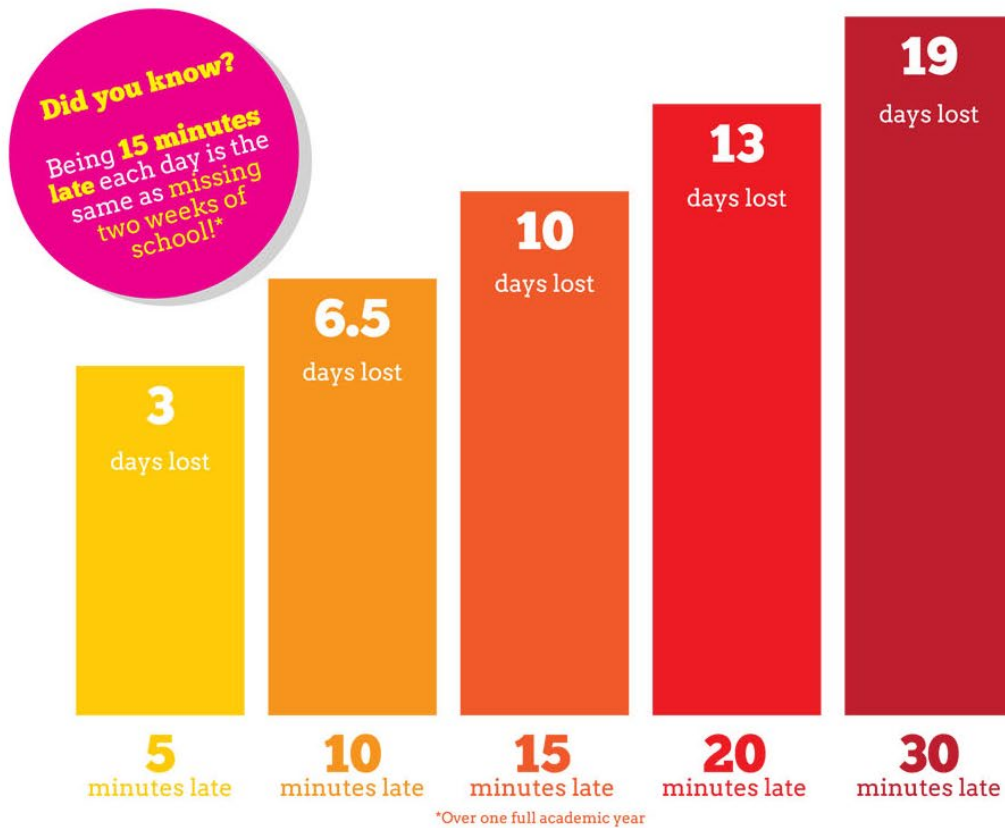
Good Punctuality means...

Making sure you are at school, ready to learn, before registration starts!

This means arriving early

Try to get to school 10 minutes early, get settled and ready to learn!

Lost minutes = Lost learning



Every school day counts

but every minute is equally important.

We recognise that on occasions there may be a genuine reason for lateness...

If you are going to be late:

- ✔ Try and inform the school beforehand
- ✔ Give an explanation
- ✔ If there is a particular reason for continuous lateness, your parent or carer should discuss this with your school

Top Tip!

Prepare for school the **night before** by making sure your uniform, dinner money and school bag are ready!

(Poster from Barnsley Council)