The Park Academies Trust

Attendance Policy

TPAT Policy Management

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Material changes since last publication	
Section	**Changes**
	This is a new Trust wide Attendance Policy.

This policy is reviewed annually. The next review is due by March 2026.

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1. Introduction

The Trust intends and expects that all decisions around the use of Trust resources will be underpinned at all times by its vision and values:

Our aim:

To create centres of educational excellence that inspire all pupils to turn their potential into performance.

To achieve this our schools will:

Provide a broad and balanced curriculum that allows pupils to develop their talents and ambitions

- Deliver the highest quality learning opportunities facilitated by excellent teachers
- Inspire our pupils to become confident, motivated and respectful individuals ready to make a positive contribution to society

The Trust will support our schools by:

- Maximising the resources and expertise available to individual schools
- Providing a platform for the sharing of excellent practice
- Challenging and developing staff to turn their potential into performance

1.1 Aims and Scope

We are committed to meeting our obligations with regards to school attendance by:

- Promoting good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to ensure pupils have the support in place to attend school

We will also promote and support punctuality in attending lessons.

At The Park Academies Trust, we expect all pupils to attend regularly to take full advantage of the educational opportunities available to them. Regular school attendance and educational attainment are inextricably linked. We recognise that regular attendance at school is essential for good learning and continual progress and ensures that pupils get the best possible outcomes from their period in compulsory education. Only by attending school regularly and punctually will children and young people be able to take full advantage of the educational opportunities available to them. An example of this impact is that pupils with the highest attainment at Key Stage 4 have higher rates of attendance over the key stage compared to those with the lowest attainment.

All school staff will work with pupils and their families to ensure each pupil attends school regularly and punctually. We expect all of our pupils to aspire to 100% attendance and appreciate the full support of parents and carers in encouraging this.

Our schools fulfil our responsibilities as laid out in 'Working Together to Safeguard Children' and 'Keeping Children Safe in Education'.

This policy is intended to continue to improve the attendance and punctuality of all pupils by:

a) Ensuring that good attendance and punctuality are priorities for all those associated with the school including pupils, parents and staff

b) Providing a framework which defines the respective roles and responsibilities of all interested parties and ensures consistency in dealing with issues of attendance and punctuality

c) Ensuring the maintenance of accurate registers which allows the school to account for the whereabouts of each pupil at any given time

d) Gathering of reliable data in line with Authority and Government guidelines for the purposes of reporting on individual and whole school attendance

e) Acting early to address patterns of absence and build strong relationships with all stakeholders to ensure pupils have the support in place to attend school

Head includes Principal, Head of School, school leaders

1.2 Other Linked Policies

Safeguarding and Child Protection Policy

Behaviour Policy

Equality Policy

2. Legislation and Guidance

This policy meets the requirements of the Working together to improve school attendance 2024 from the Department for Education (DfE), and refers to the DfE's statutory guidance on school attendance parental responsibility measures. These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

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

It also refers to:

- Keeping Children Safe in Education
- Mental health issues affecting a pupil's attendance: guidance for schools

This policy also complies with our Trust's funding agreement and Articles of Association.

3. Roles and Responsibilities

3.1 The Trust Board

The Trust Board is responsible for:

- Promoting the importance of school attendance across the Trust's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole Trust

- Making sure staff receive adequate training on attendance
- Holding the Heads to account for the implementation of this policy

3.2 Head

The Head is responsible for:

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

3.3 The Trust central team

The Trust central team is responsible for:

- Driving attendance improvement across the Trust
- Working more intensively with schools who require support with attendance improvement
- Acting as a central contact point for schools with attendance queries

3.4 The Designated Senior Leader responsible for attendance at each school

The designated senior leader 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
- Building relationships with parents / carers to discuss and tackle attendance issues
- Creating intervention reintegration plans in partnership with pupils and their parents / carers
- Delivering targeted intervention and support to pupils and families
- Sharing information and working collaboratively with other schools in the area, local authority and other partners to share effective practice where there are common barriers to attendance

3.5 The School Attendance Officer / Administrator

The school attendance officer / administrator at each school is responsible for:

- Monitoring the completion of registers

3.6 Schools will designate the following roles accordingly within their teams:

- 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 Head
- Providing requested information to the Education Welfare Officer where required to tackle persistent absence
- Advising the Head when to issue fixed-penalty notices

3.7 Class Teachers / Form Tutors

All class teachers / form tutors are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information via Arbor in line with the school process requirements.

3.8 School Administration / Office Staff

School administration / office staff will:

- Take calls from parents / carers and pupils about absence on a day-to-day basis and record it on the school system
- Transfer calls from parents / carers and pupils to the Head of Year / Pastoral Lead in order to provide them with more detailed support on attendance

3.9 Parents / Carers

Parents /carers are expected to:

- Make sure their child attends every timetabled session on time
- Call the school to report their child's absence before the start of the school day and each subsequent day of absence, and advise when they are expected to return
- Provide the school with more than one emergency contact number for their children
- Ensure that, where possible, appointments for their child are made outside of the school day
- Attend all meetings arranged regarding attendance and punctuality
- Attend consultation days and parents' evenings as requested

Parents will regularly be reminded about the legal requirement for, and the importance of good school attendance. The Leader/s for Disadvantaged Pupils will work together with the Pastoral Teams to support attendance monitoring and promote improvement with those registered as disadvantaged.

Ensuring a child's regular attendance at school is a parent's legal responsibility and allowing a child to be absent from school without a good reason creates an offence in law and may result in prosecution. Failing to attend school on a regular basis will be considered as a safeguarding matter.

3.10 Pupils

Pupils are expected to:

- Attend every timetabled session on time
- Attend registration
- Arrive at lessons on time, prepared to learn

4. Recording Attendance

4.1 Action for Low Attendance

The following is a guide for parents to consider the impact of various attendance rates. In the rare cases where a pupil is not able to attend school due to external factors or long term illness, actions will be taken by the school and family together to minimize the impact of this disruption on the pupil's learning.

96%+	Excellent – Well done! This will help all aspects of your child's progress and life in school. This will give them a good start in life and supports a positive work ethic.
94-95%	Irregular – Strive to build on this as your child is missing out on too much learning creating gaps in their knowledge. These gaps can affect their academic outcomes and confidence in subjects that build on the knowledge they missed.
90-93%	Poor – Absence is now affecting attainment every term, and your child's progress will be significantly disrupted. Work closely with the range of contacts and support the school put in place.
Below 90%	Unacceptable – Absence is causing serious disruption to your child's learning and overall success in school. If your child is a reluctant attender, work closely with the school as they set short term targets and celebrate each positive improvement that your child makes.

Non-attendance is an important issue that is treated seriously. However, we understand that each case is different and the school acknowledges that no one standard response will be appropriate in every case. Consideration is given to all factors affecting attendance before deciding what intervention strategies to apply.

a) In every case, early intervention is essential to prevent the problem from worsening. It is essential that parents keep the school fully informed of any matters that may affect their child's attendance.

b) Prior to the engagement of external services (Education Welfare Officer or children services support etc), the school may invite parents / carers to a meeting to discuss concerns and / or issue letters to parents clearly defining the concerns within school regarding a pupil's absence. It is hoped that a quick response and change in levels of absence will prevent the need for fixed penalty notices.

Where a child or family are involved with social services or the family support team, the school will inform the allocated worker of the child's absence.

4.2 Attendance Register

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

There will be an AM and PM legal registration. We will also take an attendance register at the start of every session of each school day. It will mark whether every pupil is:

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

Any amendments made to registers are tracked by Arbor.

See Appendix 1 for the DfE attendance codes.

We will also record:

- For pupils of compulsory school age, 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.

Pupils must arrive in school by the published registration start time each day.

- Abbey Park School 08:40 am
- Bridlewood Primary School 08:50 am
- Highworth Warneford School 8:50 am
- Kingfisher CE Academy 08:45 am
- Lydiard Park Academy – Monday and Friday 8:40 am and Tuesday, Wednesday and Thursday 8:30 am
- Orchid Vale Primary School 08:40 am
- Red Oaks Primary School 08:30 am
- The Deanery CE Academy 08:45 am

4.3 Leaving School before the end of the school day

It is not expected that pupils should need to leave early. However, in some exceptional circumstances, pupils may have to be collected early from school.

Parents / carers who wish to collect their children early must inform the school by telephone or in writing, stating clearly the reason why the child is leaving school.

Requests may only be made by the parent / carer with day-to-day care. This safeguards against an estranged parent / carer making a request without the knowledge of the parent who has care and control. If there are other arrangements in place for the child to leave the school premises, such as another adult will collect the child, the school must be informed.

It is the responsibility of parents / carers to keep the school fully aware of contact details of named and responsible adults.

4.4 Unplanned Absence

The pupil's parent / carer must notify the school of the reason for the absence on the first day of an unplanned absence by the start of the school day or as soon as practically possible by calling the school.

If your child is absent, you must:

1. On the first day of absence, contact the school. Please leave a clear message that states your child's name plus their tutor group / class and reason for absence and the date they are expected to return to school.

- Abbey Park School 01793 707640 admin@abbeyparkschool.org.uk
- Bridlewood Primary School 01793 706830 admin@bridlewood.org.uk

- Highworth Warneford School 01793 762426 datateam@warnefordschool.org.uk
- Kingfisher CE Academy 01793 379521 admin@kingfishercofe.org.uk
- Lydiard Park Academy 01793 874224 ask@lydiardparkacademy.org.uk
- Orchid Vale Primary School 01793 745006 absence@orchidvale.org.uk
- Red Oaks Primary School 01793 493920 office@redoaks.org.uk
- The Deanery CE Academy 01793 236611 admin@deanerycofeacademy.org.uk

2. Please ensure you contact the school on each day of absence. This is for safeguarding reasons, so that we know the whereabouts of pupils who are absent.

3. If you are unable to ring or email, you can come into school and report the absence to reception. You can also reply to the email message sent to you by the school.

If your child is absent, we will:

1. Telephone or email you on the first day of absence if we have not heard from you. This system is known as 'First Day Calling'.

2. If the school is concerned about your child's attendance a member of the attendance and pastoral team may visit you.

We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness.

Where there are doubts about the authenticity of the illness, the school may ask for medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parent / carer will be notified.

If the school is concerned about your child's attendance a member of the SLT or attendance team may visit you (depending on level of risk) or invite you to a meeting at school.

4.5 Illness during the School Day

Should a pupil become unwell during the day they must report to a member of staff and a decision will be made to make contact with the parent / carer if necessary.

No pupil should leave school for such arising medical reasons without staff permission.

4.6 Planned Absence

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

Where possible parents should attempt to arrange appointments for their child outside school time. When the appointment is local, the pupil will be expected to attend school before and / or after the appointment. Medical evidence should be provided to support appointments taken during the school day.

However, we advise parents / carers to make medical and dental appointments out of school hours. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary, attending school either side of their appointment.

The pupil's parent / carer must also apply for other types of term-time absence as far in advance as possible using the school's leave of absence request form, this can be found on the school's website.

4.7 Lateness and Punctuality

Poor punctuality is not acceptable. If your child misses the start of the day they can miss receiving vital information from their tutor / teacher. Late arriving students also disrupt lessons, it can be embarrassing for the child and can also encourage absence. Punctuality is monitored by the Pastoral Teams or administration and if a pupil is regularly late, this will be challenged by the school.

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code 'L'
- After the register has closed, the absence will be coded as unauthorised (U – late after registers have closed) and a late detention will be issued. This excessive lateness will affect the percentage of attendance and leave parent / carer at risk of a fine.

Any pupil arriving to school after the start of the school day must sign in at reception.

Once the morning attendance register has been closed, the school team will complete the unexplained absence report. The main contact for each pupil who is absent will be contacted.

4.8 Following up Unexplained Absence

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

- Call the pupil's parent / carer on the morning of the first day of unexplained absence to ascertain the reason. If we cannot reach any of the pupil's emergency contacts, we may carry out a home visit or report the child as missing to the police
- 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
- Call the parent / carer 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 where appropriate / available
- If a student is absent for 5 consecutive days and the school has been unable to contact parent / carers, the school will start to complete the children missing in education checklist

4.9 Children Missing in Education

A child going missing from education is a potential indicator of abuse or neglect. Staff in education provision should follow the provision's procedures for dealing with children that go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation, and to help prevent the risks of their going missing in the future.

All children, regardless of their circumstances, are entitled to a full-time education which is suitable to their age, ability, aptitude and any special educational needs they may have.

Central to raising standards in education and ensuring all pupils can fulfil their potential, pupils need to attend regularly. Missing out on lessons leaves children vulnerable to falling behind.

Children with poor attendance tend to achieve less in both primary and secondary school.

Schools within The Park Academies Trust will maintain admissions and attendance registers.

They will follow agreed safeguarding and child protection procedures where it is suspected that children missing from education are suffering from abuse or neglect. If there is reason to suspect that a crime has been committed or the child's safety is at risk, the police will be involved.

4.10 Reporting to Parents / Carers

The school will regularly inform parents / carers about their child's attendance and absence levels via the appropriate Management Information System.

Parents / carers will also be formally notified of attendance through the following means of communication:

- Pupil reports
- Letters, telephone calls and meetings

5. Authorised and Unauthorised Absence

5.1 Approval for Term Time Absence

A Head will only grant a leave of absence to pupils during term time if they consider there to

be 'exceptional circumstances'.

Schools judge each application individually, considering the specific facts and circumstances and relevant background context behind each request. Where a leave of absence is granted, the school will determine the number of days a pupil can be absent from school. A leave of absence is granted entirely at the Head's discretion.

Any request should be submitted as soon as it is anticipated and, where possible, at least 2 weeks before the absence, and in accordance with any leave of absence request form, accessible via the website. The Head may require evidence to support any request for leave of absence.

Every half-day absence from school has to be classified by the school (not by the parents), as either AUTHORISED or UNAUTHORISED. This is why information about the cause of any absence is always required, preferably in writing.

5.2 Authorised Absences

These are mornings or afternoons away from school for a good reason like illness, medical / dental appointments that unavoidably fall in school time, emergencies or other unavoidable cause.

Absence can be authorised if:

- A pupil is absent with permission granted by the Head
- A pupil is ill or prevented from attending by an unavoidable cause
- The absence occurred on a day exclusively set aside for religious observance by the religious body to which the pupil's parents belong
- The school at which the pupil is registered is not within walking distance of the pupil's home, and no suitable arrangements have been made by the LEA for the pupil's transport to and from school
- A pupil is the child of Traveller parents and the conditions as stated in the Education Act 1996, Section 444(6) are met
- There is a family bereavement
- A pupil is attending an interview with a prospective employer, or in connection with an application for a place at an institute of further or higher education, or for a place at another school (during Year 11, this can be recorded as an approved educational activity)
- A Year 11 pupil is granted study leave
- A pupil is involved in an exceptional special occasion
- Medical evidence for recording absences should only be needed in a minority of cases (see code I). Where a pupil's health need means they need reasonable adjustments or support because it is complex or long term, schools can seek medical evidence to better understand the needs of the pupil and identify the most suitable provision
- Reduced timetables (as a pathway to improve attendance)

5.3 Unauthorised Absences

An absence will be unauthorised where the school does not consider the absence as reasonable and

for which no 'leave' has been given. When attendance falls below 95% the school may request that all further absences are supported by medical evidence. This type of absence can lead to the school using sanctions and / or legal proceedings.

Absence is unauthorised if:

- parents / carers keep children off school unnecessarily
- truancy occurs before or during the school day
- absences have never been properly explained or the school is dissatisfied with the explanation
- pupil arrive at school too late to get a mark
- shopping, looking after other children or birthdays
- day trips and holidays that are taken in term time which have not been agreed
- a pupil fails to return after the period of time agreed by the school for a family holiday
- a pupil takes a holiday during term time
- medical evidence is not provided where it is required. Examples of medical evidence could be medical appointment slips, or medical prescription packaging or hospital appointment letters

Whilst any pupil may be off school because they are ill, sometimes they can be reluctant to attend school. Any problems with irregular attendance are best sorted out between the school, the parents and the child. If your child is reluctant to attend, it is never better 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 make things worse.

Welfare checks are undertaken on students who have had 5 continuous days of absence (excluding those with hospital admissions), including those where the school has been informed of the absence by parent / carer. This is to ensure all children are regularly sighted. Any home visits undertaken will result in a CPOM log.

5.4 Leave of Absence during Term Time

The Trustees, Local Advisory Board Members and Head do not support parents taking their children out of school for holidays.

Parents do not have a legal right to take children out of school, and the Head is unlikely to grant leave of absence during term time unless there are exceptional circumstances. Examples of exceptional circumstances include service personnel who are prevented from taking leave of absence outside term time at any point in the school year, or the terminal illness or bereavement of a parent or sibling if the absence is concurrent. A letter from an employer may be required to support restricted work annual leave.

If parents do wish to request leave of absence or holidays in term time for such exceptional circumstances, they should make a request in writing, in advance.

Requests for leave of absence will be looked at on a case-by-case basis and it is at the discretion of the Head to make a decision about whether a request may be considered an exceptional circumstance or not. The Head will inform the parent in writing as to the decision made regarding the request.

If parents decide to take their children on holiday where the absence is unauthorised, the school will follow the Local Authority's Guidance for Schools on leave of absence during term

time, and inform the Education Welfare Service who may, on behalf of the Local Authority, issue a fixed penalty notice.

The Head is advised to treat each application individually, and will consider the following factors when making a decision:

- The pupil's overall attendance record;
- Whether the absence falls during a year when public examinations are due or government tests;
- The effect on the pupil's continuity of learning;
- The family circumstances;
- Sibling attendance at other TPAT schools (Heads will make a joint decision if there is a sibling attending another TPAT school).

On the rare occasion that absence is approved by a Head, it is deemed to be an authorised absence. Should parents / carers keep their child away in excess of the agreed period, then the extra time will be treated as an unauthorised absence. An absence request for a holiday can only be made by the parent / carer with whom the pupil lives.

5.5 Legal Sanctions

Parents or guardians of students of compulsory school age have a legal duty to ensure that their children receive efficient, full-time education by attendance at school or otherwise under the provisions of the Education Act 1996. If any child of compulsory school age who is a registered student at a school fails to attend regularly at the school, his / her parent / carer is guilty of an offence. Section 444A and section 444B of the Education Act 1996 give powers to the Local Authority to issue Penalty Notices where a parent or carer is considered capable of, but unwilling to secure an improvement in their child's school attendance.

The school or local authority can fine parents / carers for the unauthorised absence of their child from school, where the child is of compulsory school age.

Penalty notices will be issued via the local authority officer or the police.

The decision on whether or not to issue a penalty notice may take into account:

- The number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where a suspended pupil is found in a public place during school hours without a justifiable reason

If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

Schools will be required to consider a fine when a child has missed 10 or more sessions (5 days) for unauthorised reasons.

The fine for school absences will be **£80 if paid within 21 days**, or **£160 if paid within 28 days**.

In the case of repeated fines, if a parent receives a second fine for the same child within any three-year period, this will be charged at the higher rate of £160.

Fines per parent / carer will be capped to two fines within any three-year period. Once this limit has been reached, other action like a parenting order or prosecution will be considered.

5.6 Removal from School Roll

A pupil will be removed from the school roll in accordance with the regulations in The Education (Pupil Registration) (England) Regulations of 2006. These regulations include when:

- Parents make a written request to the school for elective home educated of their child
  Parents make a written request for a change of school, and the receiving school confirms a start date
  They have been directed to an offsite provision through the Swindon Schools Together Protocol
- They have left at the end of Year 11 or Year 13
- They have been continually absent from school for a period of not less than 4 weeks and both the school and the Local Education Authority have failed, after reasonable enquiry, to locate the pupil
- The pupil no longer usually lives at a place which is within a reasonable distance from your school
- The pupil has been permanently excluded
- They are from the Traveller community and have been continually absent for a period of not less than 4 weeks

6. Strategies for Promoting Attendance

Helping to create a pattern of regular attendance is everybody's responsibility – parents / carers, pupils and all members of school staff. Trust schools have effective systems of incentives and rewards, which acknowledge the efforts of pupils to improve their attendance and timekeeping, and appropriately challenge the behaviour of those pupils and parents / carers who give low priority to attendance and punctuality.

Trust schools aim to promote the benefits of good attendance and recognise that good attendance should be celebrated and rewarded. Strategies include:

- Attendance displays
- Assemblies to promote good attendance
- Celebration assemblies
- Parental communications emphasising the importance of attendance
- Rewards and rewards trips for pupils with good attendance

6.1 Support Systems

Trust schools recognise that poor attendance can be an indication of difficulties in a child's life. This may be related to problems at home and / or in school. Parents / carers should make school aware of any difficulties or changes in circumstances that may affect their child's attendance

and / or behaviour in school, for example, bereavement, divorce / separation, incidents of domestic abuse. This will help the school identify any additional support that may be required. School will work with pupils and parent / carers to remove any barriers to attendance by building strong and trusting relationships, and working together to put the right support in place.

We also recognise that some pupils are more likely to require additional support to attain good attendance, for example, those pupils with special educational needs, those with physical or mental health needs, and looked after children. School will implement a range of strategies to support improved attendance.

Strategies used may include:

- Discussion with parents and pupils
- Counselling
- Attendance report cards
- Referrals to external support agencies
- Learning mentors
- Pupil Voice activities
- Friendship groups
- PSHE
- Reward systems
- Time limited part time time-tables
- Additional learning support
- Behaviour support
- Reintegration support packages
- Referral to Contact Swindon

Particular focus will be given by all partners to pupils who are absent from school more than they are present (those missing 50% or more of school). These severely absent pupils may find it more difficult to be in school or face bigger barriers to their regular attendance and as such are likely to need more intensive support across a range of partner agencies.

Where absence means pupils have missed 10% or more of school (equivalent to 1 day or more a fortnight across a full school year), the school will work together with pupils and parents / carers to put additional targeted support in place to remove any barriers to attendance and reengage these pupils. In doing so, school will sensitively consider some of the reasons for absence and understand the importance of school as a place of safety and support for children who might be facing difficulties, rather than reaching immediately for punitive approaches.

Support offered to families will be child centred, and planned in discussion and agreement with both parents / carers and pupils. Where engagement fails or is refused with the support offered and further unauthorised absence occurs, legal sanctions will be considered.

6.2 Part-Time Timetables

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 and as a route towards a return to full attendance at school. 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. A part-

time timetable will not be used to manage a pupil's behaviour.

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 full-time, either at school or alternative provision. There should also be formal arrangements in place for regularly reviewing it with the pupil and their parents / carers. 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 must treat absence as authorised.

7. Attendance Monitoring

7.1 Monitoring Attendance

Trust schools will:

- Monitor attendance and absence data termly and yearly across the school
- 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 Trust Schools will compare attendance data to the national average, and share this with the LAB and Trust Board.

Each of our Trust schools have their own Graduated Response to monitor and improve attendance.

7.2 Analysing Attendance

The Trust schools will:

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

7.3 Using Data to Improve Attendance

The school will:

- Provide regular attendance reports to Pastoral team and tutors / class teachers, and other school leaders, to facilitate discussions with pupils 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
- Report data and impact of interventions to LABs (school governance) termly (6 times a year)

7.4 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 schools will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Hold regular meetings with the parents / carers of pupils who are considered 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
- Referral to external agencies for a multi-agency support package

8. Monitoring Arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum annually by a member of the senior leadership team. At every review, the policy will be approved by the LAB.

8.1 How Data is Used

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 national statistics. We compare our attendance data to the national average and share this with LAB Members and Trustees.

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

M	Medical / dental appointment	Pupil is at a medical or dental appointment
J1	Interview	Pupil has an interview with a prospective employer / educational establishment
S	Study leave	Pupil has been granted leave of absence to study for a public examination
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
C2	Part-time timetable	Pupil is not in school due to having a part-time timetable
C	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
Absent – other authorised reasons		
T	Parent travelling for occupational purposes	Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
Absent – unable to attend school because of unavoidable cause		
Q	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and

		the transport normally provided is not available
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Pupil is unable to attend as they are: • In police detention • Remanded to youth detention, awaiting trial or sentencing, or • Detained under a sentence of detention
Y6	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
Absent – unauthorised absence		
G	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes
O	Absent in other or unknown circumstances	No reason for absence has been established, or the school is not satisfied that the reason given would be recorded using one of the codes for authorised absence

U	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
Administrative codes		
Z	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays

Appendix 2

Parenting Contract – Swindon Borough Council/School

Pupil Name		Date of birth	
Address			
School		Year Group	

Attendance during last 12 weeks	%	Sessions of Unauthorised Absence	

Details of Parents / Guardians / Carers (including Absent Parent(s)						
Forename		DOB:			DOB:	
Surname						
Relationship						
Address						
Contact Number						

Details of Supporting Agencies			
Member of School Staff		Role	
Attendance and Welfare Officer		Contact Details	

This Parenting Contract is a formal written agreement with the Parent(s), Pupil(s), school (and Local Authority) to support the following action plan to address the poor school attendance of the pupil.

A meeting was convened with the parent/carer, pupil, teacher and Education Welfare Officer/Other Job Title (EWO) to address the following issues:

1. The reasons for the pupil's non-attendance at school.
2. Actions that can or need to be taken by any or all of the people involved to secure the pupil's attendance at School.
3. To identify an agreed level of attendance for the pupil to attain during the review period.
4. The potential consequence of legal action being taken should the pupil's attendance at School not improve.

Any agreement made in this Parenting Contract can only be amended providing everyone is aware and agree to the suggested amendments.
Should the issue of attendance and/or punctuality continue to be a problem as a result of the Parenting Contract not being adhered to this document may be used as evidence in any legal action.

Review Date:

Reasons for Absence:

Views of the School:

Views of Parent / Carer:

Views of Child/Young person:

Views of Education Welfare Officer:

ACTIONS:

The Parent/Carer agrees to:

Suggested Action	Tick if Relevant
Make sure the pupil attends school every day	
Contact the school by phone to check attendance	
Look for the pupil and when possible return him/her to school should he/she have chosen to walk out of school	
Attend any future meetings that may be called by school staff or Attendance Welfare Officer	
Notify the school on the day of absence, giving a reason and indicating a return date/time	
Contact the school as soon as you become aware of any concerns, issues or problems that you or the pupil have.	
Contact the EWO if the pupil feels that the school are not dealing with any issue, or if the pupil feels uncomfortable about discussing an issue with the school	
Find out where the pupil goes when he/she is not in school and inform the EWO so that action can be taken if this arises	
Notify the school of any occasions when you are aware that the pupil will be late in school giving reasons	
Keep the school updated with full contact details, including where possible, a telephone number.	
Ensure the pupil is seen by a GP when ill and provide medical evidence of any absence due to illness (i.e. appointment cards, prescriptions, letters etc)	
The school and/or EWO contacting other professionals involved with providing support for the pupil and the parent/carer(s) (i.e. Children's Social Care etc)	

Any Other Agreed Actions:

Sign…… Date……

The Pupil(s) agrees to:

Suggested Action	Tick if Relevant
Attend school as agreed and on time.	
Be responsible for obtaining a registration mark even if he/she is late for school	
Attend any future meetings as felt necessary by parent, school staff or Attendance and Welfare Officer.	
Be responsible for getting out of bed each morning to get to school on time and be aware that if he/she is late he/she will have to face the consequences.	
Make sure they follow the conditions of any attendance report	
Tell his/her parent/carer of any concerns especially if they are likely to affect attendance.	
Contact the EWO or the teacher and let them know of any problems he/she has generally or relating to his/her schoolwork.	

Any other agreed actions:

I agree to follow the above plan.

(Pupil) Sign…… Date……

I agree to support the pupil in following the above plan.

(Parent/Carer) Sign…… Date……

(Parent/Carer) Sign…… Date……

The school agrees to:

Suggested Action	Tick if Relevant
Provide the pupil with a place on roll at the School.	
Provide appropriate education and support.	
Ensure that the pupil's attendance is monitored on a daily basis	
Be available to make contact to discuss problems.	
Place the pupil on an attendance report	
Liaise closely with the parent/carer and Attendance Welfare Officer should there be any problems, concerns or issues regarding the pupil, including any unexplained absences.	
On receiving a call from the parent/carer, check that the pupil is in school.	
With the parent/carer's and pupil's agreement, the appropriate teaching staff will be made aware of the pupil's situation.	
Respond to, or deal with, any problems, concerns or issues raised by the pupil, parent/carer, school staff or EWO.	
If appropriate, consider alternative provision	
If appropriate, consider an amended timetable	
Discuss an Early Help Assessment with the parent/carer	

Any other agreed actions:

Sign…… Date……..

The Education Welfare Officer:

Suggested Action	Tick if Relevant
Respond as soon as is practicably possible to any issues raised by the pupil, parent/carer or school staff.	
Provide support, help or advice to the pupil, parent/carer or school staff on request.	
Meet with the parent/carer, pupil or school staff in the first instance should there be any further issues or problems identified particularly relating to attendance or punctuality.	
Arrange to meet with the pupil regularly or when the pupil requires.	
Review attendance after ……weeks with Line Manager and agree further action as necessary.	
Contact other professionals supporting the pupil to clarify roles.	

Any other agreed actions:

Sign…… Date……