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**NORTHCOTT SCHOOL**

**Attendance and Punctuality Policy**

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| --- | --- |
| Created By: | J.Richardson  Lead Practitioner for Pastoral Progress |
| Approved By: | Local Governing Body |
| Version: | 1 |
| Created on: | September 2024 |
| Amended on: |  |
| Next review date: | 3 years (or any changes in legislation) |

**Introduction**

It is the aim that all the pupils at Northcott School and Sixth Form College develop holistically in order to reach their full potential. This attendance and punctuality policy reflects this aim and recognises that regular full-time attendance has a positive significant effect on the social communication and interaction development, emotional well-being and attainment of pupils.

The law entitles every child of compulsory school age to a full-time education. It is the legal responsibility of every parent/carer to make sure their child receives that. We believe that the special educational needs of our pupils should not be a barrier to them achieving full time attendance and being punctual to school. Good attendance and punctuality is crucial for our pupil's emotional regulation in supporting them with developing routines and it creates a positive culture as we prepare them for adulthood. We aim for every child to achieve 100% attendance; however, we acknowledge that there may be times when pupils are unavoidably absent from school.

The school is committed to creating a culture of good attendance and believe that some absences could be a behaviour communicating an unmet need. The school has adopted a relational approach across the setting and have invested in a pastoral team to support with promoting and achieving good attendance.

This Attendance and Punctuality Policy needs to be read in conjunction with other school policies and documents:

* Safeguarding and Child Protection Policy
* Relational Policy
* Mental Health and Well Being Policy
* Anti-Bullying Policy
* Northcott School’s Home School Agreement

The Attendance and Punctuality Policy refers to DfE statutory guidance and documents that should be read alongside this policy. These include:

* Working together to improve school attendance (August 2024)
* Keeping children safe in education
* The Education and Inspections Act 2006
* Supporting pupils at school with medical conditions

**Aims**

* To ensure that pupils have every opportunity to reach their potential through experiencing what Northcott School has to offer though good attendance.
* To work with pupils, their families and external agencies to reduce barriers they may face which prevents them from attending school and being punctual as expected.
* To ensure that safeguarding and welfare of our pupils is of paramount importance through our attendance procedures.

**Purpose of the Attendance and Punctuality Policy**

* To make clear to all school stakeholders (staff, parents/carers, pupils) the school’s expectations for attendance.
* To communicate the school’s view of need for high standards of attendance which includes the safeguarding and welfare of all pupils.
* To ensure a consistent approach across the school towards all matters related to attendance and punctuality.
* To communicate the need to work in close partnerships with families and external agencies to achieve good attendance.
* To clarify the roles and responsibilities of all stakeholders with regards attendance.
* To communicate Northcott School’s tiered response to all matters of attendance and punctuality.
* To make clear the legal duties regarding attendance and punctuality and what consists of authorised absence.

**Attendance and Safeguarding**

Safeguarding the interests of each of our pupils is everyone’s responsibility. At Northcott School and Sixth Form College we will adhere to the latest safeguarding policies and practices. A child may be at risk of harm if they are regularly absent from school or are missing in education, therefore failing to attend school on a regular basis is a safeguarding concern.

At Northcott School and Sixth Form College we monitor all pupils' patterns of attendance weekly. In line with the government guidance Keeping Children Safe in Education, and the school’s safeguarding procedures, staff will monitor absences and report any concerns to the Designated Safeguarding Lead (DSL) and/or local authorities as appropriate. As part of the school’s safeguarding duty and standard procedures, staff will inform the Local Authority and/or the Police of the details of any pupil who is absent from school when they cannot establish their whereabouts and there is concern for the pupil’s welfare.

If a pupil is not attending school regularly as required, the school’s Education Welfare Officer (EWO) will make home visits to see and speak to the pupil and parents/carers as part of the school’s safeguarding and attendance processes. If staff are unable to see and speak to the pupil and parents/carers, they may contact the pupil’s emergency contacts and/or other professionals or contacts of the family, who they reasonably expect may be able to provide the school with relevant information.

Pupil’s Open to Social Care

If a pupil open to social care is not attending school regularly as required, the school will share this with their social worker. If a pupil open to social care is absent from school and parent/carers have not made contact to make the school aware of the absence, then a home visit will be conducted.

**Why regular attendance is important**

Pupils attending highly is a national priority. Attendance rates have been lower since the Covid 19 pandemic. At Northcott School and Sixth Form College we monitor attendance patterns and trends of all our pupils weekly, looking in particular for broken and unbroken weeks. Pupils who are absent due to illness tend to be absent for a block of time. Regular absence that involves broken weeks impacts on the education and social development of a pupil due to missed learning and missed experiences. Many of our pupils at Northcott need the consistency of routines to support their ASD needs. The diagram in appendix 1 shows the impact of absence on our pupils learning.

**Understanding absence**

By law, schools must register pupils for two sessions each day (morning and afternoon registration). Every half-day of absence must be classified by the school as either authorised or unauthorised. This is why information about the nature of any absence is always required from parents. ‘Authorised absence’ means that the school has either given approval in advance for a pupil to be away from the school or has accepted an explanation offered afterwards as justification for absence.

The school takes an electronic register at the start of each morning session of each school day, and once during each afternoon session using the appropriate national attendance and absence codes from regulation 10 of the School Attendance (Pupil Regulation, England) Regulations 2024. (appendix 2). The school day starts at 8.50am and ends at 3.35pm. The school registers are open in a morning at 8.50am and close at 9.15am and in an afternoon from 1.20-1.30pm.

Illness

* In most cases, absence that prevents a pupil from attending school (see appendix 3) which are reported by parents/carers in line with the school’s absence reporting procedures will be authorised.
* Where a pupil has a high level and/or frequency of absence, the school may require suitable information and/or evidence in order to authorise any future absence where illness has been given as the reason. If this is the case, the school will make the parent/carers aware of this expectation in advance.
* If the school has a genuine and reasonable concern about the authenticity of an illness, the school will request medical information and/or evidence to support the absence - such as a prescription, appointment card, or other appropriate form of information evidence.
* If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised.
* The reporting of absence due to illness remains the responsibility of the parent/carer. Absences due to illness which have not been reported to the school by the parent/carer on the first day or within 5 days of the absence will be recorded as unauthorised.

Pupils taken ill during the school day.

If a pupil needs to be sent home during the school day due to illness, this will be agreed with either the school’s EWO or Family Support Officer (a member of SLT will authorise in their absence). The pupil must be collected by a parent/carer or adult authorised to collect the child by the parent/carer and identified to the school. No pupil who is ill will be allowed to leave the school without being collected by a known adult.

Medical or Dental Appointments

Parents/carers must, wherever possible, arrange for medical and dental appointments to take place outside of school hours. Where appointments during the school day are unavoidable, the pupil should only be absent for the minimum amount of time necessary for the appointment. It is not acceptable for a pupil to miss a whole day for an appointment, unless absolutely necessary, in which case the school will need an explanation as to why this is.

If a pupil must attend a medical appointment during the school day, they must be collected from the school office by the parent/carer or another authorised adult and signed out.

Evidence of appointments will be requested by the school to ensure that we are able to accurately mark the register with the correct absence code to authorise the appointment. Evidence not shown within 5 days following the appointment will be recorded as unauthorised absence due to the new DfE guidelines.

Holidays

The school follows the local authority and government directives regarding holidays taken in term time. The school will consider the action to be taken regarding a holiday taken in term time on a case-by-case basis. Holidays cannot be authorised by the school and cannot be viewed as an exceptional circumstance.

**Exceptional circumstances**

Under current regulations, **head teachers may not grant leave of absence during term-time** unless there are exceptional circumstances. An exceptional circumstance is a one-off event that is unavoidable. An absence that is requested as an exceptional circumstance must be requested in advance by a parent/carer who the pupil normally lives with using the Exceptional Circumstance Request Form (appendix 4).

**Monitoring and sharing attendance data**

The school uses the SOL attendance tracker in order to monitor the attendance of all pupils weekly by the EWO. The data is taken from the SIMS register system and inputted to the school's tracker. The attendance lead and schools EWO monitor patterns of attendance weekly through monitoring successive weekly falls in attendance.

Parents are made aware of our concerns regarding successive falls through phone calls and letters home with support offered or directed as required prior to a pupil falling below 96% attendance.

The school supports parents understanding of attendance through sharing the personalised SOL attendance diamond posters and attendance matters letters. Attendances, punctuality and absence are reported to parents as part of the EHCP Annual Review and parent's evenings. Attendance records are available to parents on request.

Weekly attendance is reported to class teams to facilitate discussions with pupils. The EWO and LP meet fortnightly to analyse patterns and trends of individuals and groups. Termly reports analysing the whole school attendance in depth and highlighting next steps are shared with SLT and Governors.

All school attendance data is shared on the Governments Attendance Dashboard.

All attendance interventions are recorded on the SOL attendance tracker following a tiered response (see appendix 5 of interventions)

**Persistent and Severe Absence**

In line with DfE Guidance, a pupil is considered as ‘persistently absent’ when they miss 10% or more of their schooling across the school year **for any reason**. At this stage the school will consider the reasons for absence in order to put additional targeted support in place to remove any barriers to attendance and reengage the pupil in school. This targeted support may form part of a Support Action Plan/Attendance Contract. The local authority and social care may become involved at this stage.

If a pupil’s absence rate is less than their attendance (50% of below) this is considered ‘severely absent’. At this stage we would involve the local authority, social care and any other agencies involved with the pupil and their family. All partners will work together to prioritise support with attendance, this will include reviewing the EHCP of the pupil to overcome barriers.

Attendance of both these groups of pupils will be monitored on a weekly basis and improvements expected.

Support Action Plans/Attendance Contracts

Following the monitoring and analysis of the attendance data for these groups of pupils a Support Action Plan (SAP) may be created if previous interventions have not been successful. The decision to create an SAP would consider if there are clear patterns of absence and questions around the reasons of absence. An SAP may also be created if punctuality is causing concern.

An SAP is an informal meeting which involves an initial meeting with the parents/carers and the pupil (if appropriate) to establish the barriers to the pupil's attendance. Strategies, solutions and support is discussed within this meeting and an attendance contract is created. This is signed by the school, parents and pupils, if appropriate, with motivators and targets set to improve attendance. This is reviewed at least every 6 weeks. (see appendix 6)

Notice to Improve

In cases where the SAP is not effective, and the school do not feel that the parents are working with the school to improve attendance effectively, a Notice to Improve would be used.

A Notice to Improve is a final opportunity for a parent to engage in the support and improve attendance before a penalty notice is issued. The sufficient improvement will be decided on a case-by-case basis taking individual family circumstances and the special educational needs of the pupil into account. A clear timeframe for the improvement period of between 3 and 6 weeks will be set. The Notice to Improve is sent from the local authority.

Fixed Penalty Notices

The school will always try to work with families to avoid issuing fixed penalty notices.

The school will explore support that can be implemented with families to improve attendance however if this support is not working or is not being engaged with, a penalty notice can be issued. The school will work with the local authority when deciding upon appropriate support available.

Fixed Penalty Notices (FPN) will be considered on a case-by-case basis when a national threshold has been met. The national threshold is 10 sessions (5 days) of unauthorised absence in a rolling period of 10 school weeks, this includes for holidays. The local authority‘s decision on whether sufficient support has been provided will be treated as final prior to a penalty notice being issued. The school will always consider whether issuing a penalty notice is appropriate under the Equality Act 2010.

As per the National Framework, the first FPN issued to a parent will be charged at £160 if paid within 28 days. This is reduced to £80 if paid within 21 days. A second FPN 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 FPN 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 years, alternative legal action will be taken.

For further information on the local authority’s policy on Fixed Penalty Notices refer to their Local Code of Conduct.

**Part-time timetables**

In very exceptional circumstances, where it is in the pupil’s best interests, there may be a need for a pupil to have a temporary part-time timetable to meet their individual needs. This may be due to a medical condition or a transition to school, a part time timetable will not be used to manage a pupil’s behaviour.

A part time timetable will be agreed with the local authority, and parents of the pupil, if the pupil has a social worker they will be informed. The part time timetable will have a proposed end date that takes into account the circumstances of the pupil in order to attend full time. This date may be extended as part of the regular review process.

The school will consider, with the local authority, the implications of a part time timetable on the EHCP. The EHCP may be amended through an additional review if required.

**Pupils on Roll but Educated Elsewhere**

In some situations, pupils on roll at Northcott may be receiving their education elsewhere, whether on a short- or long-term basis. In these circumstances the attendance team will check the pupils’ attendance on a daily basis. See the school’s Alternative Provision Policy.

At times there may be pupils who have dual registration or are on an assessment place and therefore on another school’s roll. In such circumstances the attendance team will liaise with the other school regarding attendance daily.

Some pupils may attend off-site provision on some days. In these circumstances the school attendance team will telephone the provider to gain attendance for each session.

**Pupils Leaving the School**

When any pupil of school age leaves Northcott the attendance team will ensure that the receiving school (if known) is contacted to confirm that the pupil has been registered on their roll. They will also arrange for the CTF, pupil SEN school records and safeguarding records to be transferred to the new setting.

In the event that any pupil leaves Northcott and we do not know which school they are going to register with, the Headteacher has the duty of care and responsibility to upload the Common Transfer File (CTF) to the school2school database. The child can then be searched using the database by the Local Authority. For further guidance and specific details, refer to the Children and Young People’s Services protocol document (S) **Children Missing in Education.**

**Punctuality**

A pupil will be marked as late when the class teacher has completed the register, and a pupil arrives after the register has been “sent”. Minutes late to school will be recorded. Lateness after the register session has closed (9.15am and 1.30pm) will receive an unauthorised absence code.

A support action plan meeting will be set if persistent lateness occurs.

Parents may be prosecuted for persistently failing to get their child to school on time. The school will take a robust response to pupils who are regularly arriving late.

**Home School Partnership**

Northcott School works in close partnerships with our families to achieve high attendance for all our pupils.

Parents must:

* Contact the School on the first day of a child’s absence – by 8.50 at the latest.
* Ensure that their child arrives to school on time every day – school starts at 8.50, pupils arriving after the registers have closed, apart from pupils on local authority transport, may be classed as absent using the appropriate late code (see appendix 2). Arrival after the register closes at 9.15am or at 1:30pm, without satisfactory explanation, will result in an unauthorised absence being recorded on the register.
* Notify the school of planned medical appointments in advance and ensure that their child attends school around their appointment where possible dependent on the time/location of the appointment.
* Seek support from the school, and liaise with them, if their child is struggling to attend school.
* Avoid term times for family holidays.
* Attend any meetings to discuss attendance as required.

The school will:

* Contact parents on the first day of absence if a reason for absence has not been given. The school will send a text message requesting information or phone the parent to discuss their child’s absence.
* Meet with parents to discuss and agree support to improve attendance.
* Monitor attendance weekly and decide on necessary intervention to maintain high standards and expectations of attendance.
* Escalate concerns around attendance to School’s DSL, Social Care and Local Authority.
* Conduct home visits as required due to absence for a period of more than 3 days and as planned welfare checks.
* Follow up promptly any concerns parents may share that are affecting a pupil's attendance.
* Share attendance matters and pupils attendance with parents termly.
* Acknowledge and celebrate improving attendance.
* Provide support to pupils and their families to raise attendance. This may include working with external agencies.
* Regularly remind pupils (where appropriate) of the importance of high attendance and punctuality for example, through assemblies and tutor time.
* If necessary, following exhausting all options, apply for sanctions such as Penalty Notice fines or prosecutions in the Magistrates Court. In all cases we believe it is in the child’s best interests to attend school regularly and our decision making is always led by our commitment to protecting the entitlement of children to full time education.

**Roles and Responsibilities**

The roles of the class teacher/tutor, School’s Education Welfare Officer (EWO), Pastoral Lead and Headteacher are explained in Appendix 7. **All** members of staff have a responsibility to promote high attendance.

**Supporting High attendance**

To promote the importance of high attendance and punctuality, the school will recognise improvement in attendance on an individual basis. At Northcott we understand that some pupils may never achieve 100% attendance due to the nature of their special educational needs, especially if they have medical needs. We view rewarding attendance through giving thanks and praise for efforts and individual circumstances are considered.

Whole school attendance is displayed centrally, and ‘weekly attendance’ publication is shared to all classes to celebrate in tutor time. Individuals may receive recognition for improvements in attendance through the celebration assembly as pupil of the week if appropriate. Pupils are rewarded with school reward points for attending school on their birthday.

**Contacts**

There are times when the school needs to contact parents about educational matters, including attendance, punctuality and absence. The school may also need to contact parents in the event of an emergency. Therefore, we need to have correct parental contact phone numbers at all times. Parents must ensure the school always has an up to date contact number. **Parents have a duty to notify the school as soon as possible of any changes to their contact details.**

Parents should contact the school office on 01482 825311 to report absence.

The following people can be requested to speak with regarding attendance through using the school number or via emailing [admin@northcottschool.org.uk](mailto:admin@northcottschool.org.uk) and identifying “for the attention of” in the subject bar:

School’s Education Welfare Officer: Natasha Ryan

Family Support Officer: Connie Lambert

Lead Practitioner for Pastoral Progress (SLT Lead): Jo Richardson

Attendance linked Governor: Jo Haylock

Appendix

Appendix 1: SOL diamond showing impact of absence

Appendix 2: National Attendance and Absence Codes

Appendix 3: NHS absence recommendations

Appendix 4: Exceptional Circumstances Request Form

Appendix 5: Tiered response to attendance

Appendix 6: Support Action Plan/Attendance Contract

Appendix 7: Roles and Responsibilities

Appendix 1



Appendix 2

|  |  |
| --- | --- |
| **Present Codes** | |
| / \ | present during registration |
| B | educated off site and taster days and do not fit K, V, P or W codes |
| K | attending provision arranged by the local authority |
| L | arrived after the register has started but before it has closed |
| P | Sporting activity with prior agreement from school |
| V | educational visit or trip |
| W | work experience |
| **Absent Codes** | |
| **Authorised Absences** | |
| C | exceptional circumstances |
| C1 | in a regulated performance/undertaking regulated employment abroad |
| C2 | absent due to part-time timetable |
| D | dual registered |
| E | suspended or permanently excluded |
| I | illness (not medical or dental appointments) |
| J1 | job/school/college interview |
| M | medical or dental appointment |
| Q | unable to attend because of a lack of access arrangements |
| R | religious observance (only 1 day allowed, any more coded as C if agreed) |
| S | study leave |
| T | parent travelling for occupational purposes |
| X | non-compulsory school age pupil not required to attend school |
| Y1 | unable to attend due to transport provided not being available |
| Y2 | unable to attend due to widespread transport disruption |
| Y3 | unable to attend due to part of the school premises being closed |
| Y4 | unable to attend due to whole school closure |
| Y5 | unable to attend as pupil is in criminal justice detention |
| Y6 | unable to attend in accordance with public health guidance or law |
| Y7 | unable to attend due to other avoidable cause (must affect the pupil NOT the parent) |
| **Unauthorised Absence** | |
| G | holiday (not agreed) |
| N | reason for absence not yet established (must be corrected within 5 days) |
| O | absent in other or unknown circumstances |
| U | late after register has closed |
| Z | pupil not yet on register |
| # | planned whole school closure (eg holidays, insets and polling station days) |

Appendix 3





Should I keep my child off school?

**Yes** until....

|  |  |
| --- | --- |
| **Chickenpox** | At least 5 days from the onset of the rash and until all blisters have crusted over |
| **Diarrhoea and Vomiting** | 48 hours after their last episode if this is due to a bug.  \***Diarrhoea and vomiting that is not caused by a bug, such as travel sickness, headaches, migraines or food related, would not require 48hours.** |
| **Cold and flu-like symptoms** | They no longer have a high temperature above 38°  **\*It is fine to send your child to school with a common cold that has mild symptoms such as a runny nose, sore throat or slight cough.** |
| **Impetigo** | Their sores have crusted and healed, or 48 hours after they started antibiotics |
| **Measles** | 4 days after the rash first appeared |
| **Mumps** | 5 days after the swelling started |
| **Scabies** | They’ve had their first treatment |
| **Scarlet Fever** | 24 hours after they started taking antibiotics |
| **Whooping Cough** | 48 hours after they started taking antibiotics |
| **Ringworm** | They’ve started treatment |

**No** **(but make sure you inform school)**

|  |  |
| --- | --- |
| **Hand, Foot and mouth** | **Glandular fever** |
| **Head lice** | **Tonsilitis** |
| **Threadworms** | **Slapped cheek** |
| **Conjunctivitis** | **Ear infection** |
| **Cold sores** |  |

Appendix 4 Exceptional circumstance request

   
**Request for absence from school for exceptional cirumstances**

|  |  |
| --- | --- |
| Pupil name |  |
| Tutor group |  |
| Parent/Carer name |  |
| Address |  |
| Contact numbers |  |

**I request permission for my child to be absent from school between:**

|  |  |
| --- | --- |
| Date of first day of school absence |  |
| Date of return to school |  |
| Total of absent school days |  |
| Please detail below the reason for your request for absence from school during term time and include any supporting information.  The Headteacher **will not** be able toconsider your request without supporting documents. | |
|  | |
| **Parent/Carer’s Declaration**  I/We have read the Attendance and Punctuality policy and understand that I/We may receive a penalty notice if my/our child receives unauthorised school absence as a result of this request. **If your request is declined and you still take your child out of school, you may be issued with a £160 penalty notice per parent per child you have taken out of school.** | |

|  |  |
| --- | --- |
| Signed: (Parent/Carer) |  |
| Full name: |  |
| Date: |  |

Appendix 5 Tiered Response to attendance.

|  |  |
| --- | --- |
| Tier 3  High level need  Specialist support for complex needs. | *Less than 90% or historic PA*  EWO contacting parents of PAs through letters and home visits to offer support and remind of expectations and sanctions.  EWO involved in setting up and reviewing support action plan and attendance contract.  Notice to Improve actioned.  Fixed penalty notices/prosecution for PAs. |
| Tier 2    Targeted intervention | *85-93%*  School letters sent home to target groups and individuals with expectations of attendance.  Coffee mornings targeting key identified groups. Offering parental support.  Attendance team meet fortnightly to review persistent absentee.  Actions agreed on levels of monitoring.  Parent Liaison phone calls made for pupils at 90-93% attendance.  Home visits arranged to pupils at risk of falling into the PAs list. |
| Tier 1  Universal Provision | *93% +*  1st day absence phone calls.  Attendance certificates sent home termly with expectation reminders and signposts to support.  Evidence requested for medical appointments.  Attendance discussions with parents at EHCP meeting and parents evening.  Weekly monitoring of SOL attendance tracker focusing on successive falls at all levels of attendance. |

Appendix 6



Support Action Plan

Support Action Plan for:

Meeting Date:

|  |  |
| --- | --- |
| Support Needed | Tick all those applicable |
| Attendance |  |
| Mental health/well being |  |
| Behaviour |  |
| Speech and language |  |
| Social care/early help |  |
| Other |  |

|  |  |  |
| --- | --- | --- |
| Names of people and role involved | invited | attended |
|  |  |  |
|  |  |  |
|  |  |  |

**Aim of meeting:**

To discuss attendance

**Attendance Data:**

|  |  |
| --- | --- |
| Academic Year | Attendance |
| 2022-2023 |  |
| 2023-2024 |  |
| 2024-2025 |  |
|  |  |

**School Overview:**

**Attendees Views :**



**Attendance Contract**

|  |  |
| --- | --- |
| **School Agreed Actions** |  |
| **Parent Agreed Actions** |  |
| **Pupil Agreed Actions** |  |
| **Agency Agreed Actions** |  |
| **Pupils Targets and**  **Rewards** |  |
| **Date of next review** |  |
| **Signed (School)** | N Ryan |
| **Signed (Parent)** |  |

Appendix 8: Roles and Responsibilities

**Class Teachers/Tutors**

Class teachers are responsible for recording pupils’ attendance on a daily basis (each session), and submitting this information to the EWO.

Where attendance concerns are raised class teachers will ‘check-in’ with the pupil to explore reasons for absence and offer support.

To discuss and share a pupils attendance as part of the EHCP annual review meeting and a parent evenings termly. To then share any concerns, identified support needed, with the school EWO.

**Family Support Officer**

To offer early intervention support to prevent persistent absenteeism.

To offer support through home visits and organised coffee mornings.

To work with the EWO to best support our families on matters relating to attendance.

**Education Welfare Officer**

Responsible for the following responsibilities and reporting any issues or concerns immediately to SLT for action:

* Check the answerphone for messages
* Check the electronic SIMS registers twice daily and print for evacuation purposes
* Monitors the attendance of all pupils and instigates procedures to deal with poor attendance and punctuality
* Will liaise regularly with the Lead Practitioner for Pastoral Progress (LP for PP)
* Monitor absence and check return dates
* Check the circumstances of any absence by first day calling, school absence text message, school email system
* Record absence on Behaviour Watch

1. Record pupil absence, whether reason is obtained or not
2. Update pupil absence with reason if it is provided after registration is taken
3. Ensure all relevant members of school staff are notified with the absence report
4. Update pupil absence if further actions are taken due to concerns e.g home visit made
5. Input absence using specific codes adhering to DfE guidance **Working together to improve school attendance**
6. Liaise with SLT/Safeguarding as necessary
7. Update guidance for staff regarding completion of registers
8. Report students below 50% attendance to the LA, when requested through their monitoring systems
9. Inform SLT/LP for PP/DSL immediately of the non-attendance of targeted pupils
10. Inform SLT/LP for PP/DSL if any pupils are absent for more than 5 days

Conducting welfare home visits and work with the family support officer to ensure support and intervention is given.

To stay up to date with changes in legislation and local policies around attendance.

To liaise with the local authorities education welfare officer to create a picture of attendance across the city and to gain support for targeted pupils.

**Lead Practitioner for Pastoral Progress**

Monitors the attendance of all pupils and instigates procedures to deal with poor attendance and punctuality.

Will liaise regularly with the Education Welfare Officer (EWO).

Monitors whole school diversity groups and manages strategies to improve and maintain expected attendance levels.

Reports to SLT and Governing Body on attendance.

Makes strategic decisions on improving attendance of individuals and groups of pupils.

Ensure the Attendance Policy is upto date and in line with DfE guidance.

**Head teacher**

The Head teacher is responsible for the implementation of the policy and relevant procedures, reporting on a termly basis to the Governing Body.

The Head teacher will make the final decision on whether an absence is to be authorised or not, and whether fixed penalty notices will be issued based on individual circumstances.