



Attendance Policy

Hill View Primary Academy
Reach South Academy Trust

Model Trust policy approved by Governors	27.10.23
Date of review	October 2024
	V2

Legislative framework

Schools Bill May 2022 Proposal:

443B School attendance policies:

(1) The proprietor of a school in England must ensure—

- (a) that policies designed to promote regular attendance by registered pupils are pursued at the school, and*
- (b) that those policies are set out in a written document (an “attendance policy”).*

(2) An attendance policy must in particular include details of—

- (a) the practical procedures to be followed at the school in relation to attendance,*
- (b) the measures in place at the school to promote regular attendance by its registered pupils,*
- (c) the responsibilities of particular members of staff in relation to attendance,*
- (d) the action to be taken by staff if a registered pupil fails to attend the school regularly, and*
- (e) if relevant, the school’s strategy for addressing any specific concerns identified in relation to attendance.*

(3) The proprietor must ensure—

- (a) that the attendance policy and its contents are generally made known within the school and to parents of registered pupils at the school, and*
- (b) 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).*

(4) In complying with the duties under this section, the proprietor must have regard to any guidance issued from time to time by the Secretary of State in relation to school attendance.”

Introduction

At Hill View, we recognise the clear connection between regular attendance and achievement and will, therefore, work in partnership with parents/carers, the school’s governing body and the Local Authority to ensure that pupils achieve maximum possible attendance, raise standards, and promote punctuality of all pupils. Research has shown that children who are persistently late or absent soon fall behind with their learning. Children who are absent from school frequently develop large gaps in their learning which will impact on their progress and their ability to meet age related learning expectations. A child, whose attendance drops to 90% each year, will over their time at primary school, have missed two whole terms of learning.

The principle of a graduated response underpins this policy. Expectations for attendance are clear and where thresholds are crossed the school will endeavour to take every opportunity to work with and support parents/carers to improve pupil attendance.

Aims/Expectations

- Create an ethos in which good attendance and punctuality are recognised as the norm and seen to be valued by the school.
- Promote a positive and welcoming atmosphere in which pupils feel safe, secure, and valued, and encourage in pupils a sense of their own responsibility.
- Maintain high levels of attendance and minimise persistent attendance (below 90%)
- Raise awareness of parents, carers and pupils of the importance of uninterrupted attendance and punctuality at every stage of a child’s education.
- Ensure that our policy applies to Reception aged children in order to promote good habits at an early age.
- Establish a pattern of monitoring attendance and ensure consistency in recognising educational achievement and dealing with difficulties.
- Recognise the key role of all staff, but especially class teachers, in promoting good attendance.
- Clear messaging that non-attendance is not tolerated neither are family holidays in term time.
- To safeguard children by ensuring they attend school regularly.

Attendance Targets/Attendance Registers

- To keep whole school attendance in line with national averages for schools within similar contexts, with planned aspiration for improvement.

¹ Attendance Policy based on RSAT Attendance Policy template 2022

- To have an aspiration that all pupils attend school at least 97%+, unless there are chronic health conditions or other specific mitigating circumstances.
- *The rules governing the maintenance of registers, including removal from roll, are contained in the Education (Pupil Registration) (England) Regulations 2006. Attendance registers are legal documents that may be required as evidence in Court cases. (See ANNEX A, Appendix B)*

Leadership & Management

- Offer a clear vision for attendance, underpinned by high expectations and core values, which are communicated to and understood by all staff, pupils and families.
- Make sure all staff, pupils and families understand that absence from school is a potential safeguarding risk and understand their role in keeping children safe.
- Expect good attendance and punctuality from all members of the school community and make sure that all pupils understand its importance.
- Convey clear messages about how absence affects attainment, wellbeing and wider outcomes. Empower all staff to take responsibility for attendance.
- Recognise attendance as an important area of school improvement. Make sure it is resourced appropriately (including through effective use of pupil premium funding) to create, build and maintain systems and performance.
- Have a designated attendance champion- **Kris Winthorpe (DHT)** in the senior leadership team with clearly assigned responsibilities which are identified within the attendance policy, escalation of procedures and school improvement plan.
- Make sure staff receive professional development and support to deploy attendance systems effectively.
- Governors should have an accurate view of school attendance and engage in escalation procedures where appropriate.
- Creatively use the Pupil Premium Grant and any other fund to support groups of pupils at risk of persistent absence

The expectations of the different stakeholders from Senior Leaders to teachers to pupils and parent/ carers are outlined in Appendix D.

Office staff, Attendance Lead (SLT) with School Attendance Officer

The School Attendance Champion/School Attendance Officer (Kris Winthorpe), working with the EWS team member, is responsible for:

- implementing the policy with the Head; School attendance, safeguarding and pastoral support policies should clearly outline:
 - the key principles
 - rules pupils need to follow
 - routines
 - consequence systems
- Sharing good practice and incentivising staff
- Training staff in processes and sharing case studies
- Monitoring and analysing attendance data regularly to allow early intervention to address issues. This includes raising concerns with other agencies like children's social care and early help services which are working with families.
- Robust school systems which provide useful data at cohort, group and individual pupil level to give an accurate view of attendance, reasons for absence and patterns amongst groups such as:
 - children who have a social worker including looked-after children
 - young carers
 - children who are eligible for free school meals
 - children who speak English as a second language
 - children who have special educational needs and disabilities
- Keeping the Head and all school staff informed of attendance figures and trends by providing regular reports to enable them to track the attendance of all pupils and to implement attendance procedures
- Compiling attendance data for the Head, the Governing Body and the Education Welfare Officer (EWS)
- Arranging meetings with parents to ensure clear channels of communication are in place and offer support/interventions where necessary.

- ▪ Ensure all meetings/communications are clearly recorded and shared with families
- ▪ making sure escalation procedures to address absence are initiated proactively, understood by pupils and families, implemented consistently and their impact reviewed regularly.

The school office staff will ensure registers are distributed to the teaching staff and are kept up to date each day and follow the following procedure if a child is absent when the register closes.

First day Contact

- Where a child is absent from school and we have not received any verbal or written communication from the parent, then we initiate a first day contact process, this is part of our Safeguarding responsibility. Office staff check all of the registers from 9.00am to 9.30am on a daily basis, to identify those pupils who are absent. There are occasions when we are unaware why the child is absent, and we will contact the parent to check the reasons for the child's absence.
- Parent/carer are expected to contact the school by telephone before 9.15 a.m. on day 1 of a child's absence to provide a reason, messages can be left on the school answer machine.
- The school will contact the parent/carer via text after 9.15 a.m. on day 1 if a pupil is absent without reason.

Second day Contact

- The school will contact the parent/carer by text, on day 2 to ascertain the reason for non-attendance; should there still be no response.

From day 3 and Child Missing in Education (CMIE)

- Telephone contact is attempted on day 3; if this proves unsuccessful, SLT will be notified, an email will be sent, and other contacts called in line with the Child Missing in Education protocols. This may include the LA, social care and the police as necessary... This will then become a Safeguarding matter and the appropriate authorities will be notified as per policy.
- A letter is issued requesting notification of the reason for the absence. If this letter is not completed and returned by the specified date, then the absence will be recorded as an unauthorised absence (Attendance Code O)
- Absences where a reason has been unable to be ascertained or where the reason given is unsatisfactory will be marked as unauthorised.
(See also the section on pupils that are persistently absent)

Attendance Officers, Pastoral Staff & Family Support Advisors

We will:

- Ensure accurate coding of registers
- engage with feeder schools or organisations to access absence information in order to identify target cohorts prior to transfer, including mid-year transfers and managed moves
- provide appropriate support and challenge to establish good registration practice
- carry out robust first day calling procedures including priority routine for vulnerable children including children with a social worker
- undertake home visits in line with your policy to engage families and ensure children are safe
- identify and, where possible, mitigate potential barriers to good attendance in liaison with families and relevant support agencies
- implement punctuality routines such as late gate or sign in procedures
- implement children missing education (CME) procedures when appropriate – see below
- ensure that parents fully understand the demands and responsibilities of elective home education (EHE) – see below
- where pupils have additional vulnerabilities, which may require multi-agency meetings try to arrange those meetings outside of lesson time, where possible

Pupils at risk of persistent absence

We will:

- initiate and oversee the administration of absence procedures.
- engage with local authorities and other external agencies and partners
- work with families and the community to identify which methods of communication work best, recognising potential barriers in hard-to-reach families and find methods that work and are understood
- consider with family a personal support plan for attendance
- consideration if further interventions are required in line with the statutory guidance on parental responsibility measures
- provide regular reports to SLT/ Exec on the at-risk cohort

Pupils who are persistently absent

Persistent absence occurs when a child's attendance falls below 90%. Absenteeism at this level will considerably damage a pupil's educational prospects and the school will work alongside parents/carers to tackle this issue.

We will:

- develop and implement persistent absence action plans with pupils and families which address barriers and help establish positive attendance routines with SMART targets that are shared
- identify tailored intervention which meets the needs of the pupil,
- alternative provision where appropriate
- make regular contact with families to discuss progress
- consider with family the use of a personal support plan for attendance
- hold regular meetings or reviews of caseload with the Education Welfare Service, external partners and alternative providers to check on welfare and review progress
- liaise with school leaders (designated safeguarding, special educational needs coordinator and pastoral leads) on referrals to external agencies and multi-agency assessments
- coordinate and contribute to multi-agency meetings to review progress and agree on actions
- work in partnership with Education Welfare Service and other agencies to ensure the appropriate use of statutory parental responsibility measures
- provide regular reports to leaders on the impact of action plans and interventions
- create and actively engage with parenting contracts

Where a pupil has missed **10 school days** then the school will:

- Apply strategies to improve attendance
- Apply safeguarding strategies
- Focus on the views of parent and pupil
- Make Child Missing Education referral to notify the LA
- Ensure lead professional is assigned

Where a pupil has missed **20 school days** then the school will:

- Update and resubmit the Child Missing Education referral to notify the LA
- Continue communication with parent/pupil
- Ensure plans are in place to improve attendance
- Carry out safeguarding duties

Parental Responsibility Measures

The school will work in partnership with the EWS traded LA service to provide specialised attendance support and administer the parental responsibility measures for attendance which include:

- Parenting Contracts
- Fixed Penalty Notices
- Education Supervision Orders
- Fast Track intervention
- Prosecution
- Application for Parenting Orders as an auxiliary Order

In addition to this the Education Welfare Service provides:

Thresholds for referrals to the Education Welfare Service under traded service are through regular consultation with the school and where:

- The pupil is persistently absent (under 90%)
- Absences are unauthorised
- The school can evidence that early intervention has been completed with the family and absences continue to cause concern

Where support is not successful, not engaged with or not appropriate, legal intervention remains an important part of local authorities' powers to protect every child's right to a full-time education.

Encouraging Good Attendance

The school encourages good attendance by:

- Using clear and consistently applied systems and processes to improve, reward and incentivise attendance and address absences. Makes sure these systems are inclusive and appropriate for all pupils.
- publicising good attendance during assemblies, newsletters and the termly report to the Local Governing Body.
- offering other school incentives to celebrate good/improving attendance

Punctuality Measures

The office staff monitor lateness. They inform the Head/Attendance Lead/Teachers of patterns of lateness.

The School Gates are opened at 8.35 and are closed at 8.50.

- Children who arrive after 8.50 must be signed in by school for purposes of emergency evacuation etc.
- Pupils who arrive between 8.50 am and 9.00 am will be marked as 'late' but counted as present for that session (Code L).
- Pupils who arrive after the register has closed at 9.00 am and parent provides a satisfactory explanation will be marked as 'authorised absent' for that session.
- Pupils who arrive after the register has closed and parent fails to provide a satisfactory explanation will be marked as 'unauthorised absent' for that session (Code U)

Leaving the school site during the school day

- Pupils are not allowed to leave or be collected from the premises without prior permission from the school.
- Where possible, parents/carers should arrange medical, dental and other appointments outside of school time unless it is an emergency. Parents/carers are requested to confirm in writing the reason for any planned absence, the time of leaving and the expected return time.
- Pupils must be signed out at the School Office on leaving the school and signed back in on their return.
- When a pupil is being collected from school, parents/carers are requested to report to the School Office before the pupil is allowed to leave the site.

If a pupil leaves the school site without permission their parents/carers will be contacted. Should the school be unable to contact the family it may be appropriate, in certain circumstances, to contact the Police and register the pupil as a missing person or contact Social Services.

Request for absence during term time

Changes to legislation which came into force in September 2013 made clear that Schools may not grant any leave of absence during term time unless there are exceptional circumstances. There is a form that needs to be completed to request absence of a pupil from school.

A request for a family holiday during term time is not an exceptional circumstance it is a choice and will not be authorised and may attract a Fixed Penalty Notice and fine.

- Please be aware that unauthorised holiday absence of 5 days or more can now result in the issuing of a Penalty Notice which carries a fine of £60 or if not paid after 21 days, then the fine is doubled to £120 and court prosecution if unpaid after 28 days. Penalty Notices are served per parent, per child.

If there are exceptional circumstances behind your request, you should write these on the form along with the purpose of the leave of absence. Absence will either be authorised or unauthorised by the school. Should you wish to discuss your request further you should request an appointment with the Attendance Lead in the first instance.

Examples of exceptional circumstances where a request for an absence may be authorised:

- Religious Observance –allowed for recognised religious observance and only where the observance is recognised by the religious body
- Medical, Dental or Hospital Appointments – where possible, please ensure these appointments take place out of school time in order not to disrupt your child’s education.
- Absence due to bereavement of a close family member will be assessed on an individual basis but likely to be a maximum of 3 days absence

Changing Schools

It is important that if parents/carers decide to send their child to a different school that they inform Hill View Primary in writing as soon as possible. A pupil will not be removed from our school roll until the following information has been received and investigated:

- The date the pupil will be leaving the school and starting the next.
- The address of the new school; and
- A new home address if appropriate is supplied.

The pupil’s school records will then be sent to the new school. If the school has not been informed of the above information, the family will be referred to the Education Welfare Service and after four weeks the pupil will be registered on the S2S website as a Pupil Missing Education.

Elective Home Education

All children have the right of fair access to a suitable and effective full-time education, however there is no legal requirement for this to take place in a school setting. Families are permitted to provide an education for their children at home if they choose to do so, rather than sending them to school full-time (Section 7 of the Education Act 1996). This is referred to as Elective Home Education (EHE).

The school will not actively encourage parents to Electively Home Educate.

If the school receives information that a parent is considering Elective Home Education, then they must inform the Local Authority and arrange a meeting with the parent, school and Local Authority representative to ensure the parent is fully informed.

If a parent submits written application to remove a pupil from the school roll the school must notify the Local Authority at the point at which the regulation for removal has been met.

The Local Authority will then follow their policies and procedures in relation to Elective Home Education.

Where a pupil has an EHCP then the pupil can only be removed from roll with the Local Authority authorisation and therefore an emergency annual review should be called by the school to address placement.

Monitoring

We believe that this policy will be effective only if it is consistently monitored across the whole school whereby attendance is everyone’s responsibility.

Appendix A

Absences will be authorised if:

- The pupil is absent with leave as agreed by the Headteacher.
- The pupil is ill and has not been asked to provide proof of absence.
- The absence occurs on a day exclusively set aside for religious observance by the religious body to which the pupil's parent belongs.
- The pupil is the child of Traveller parents who are known to be travelling for occupational purposes and have agreed this with the school but it is not known whether the pupil is attending alternative provision.
- There is a close family bereavement.
- Leave of absence has been applied for in advance and has been granted because of exceptional circumstances relating to the application (parents cannot expect, as of right, that the school will grant leave of absence).
- Leave of absence to allow a pupil to take part in a performance within the meaning of s37 of the Children and Young Persons Act 1963 © for which a child performance licence has been issued. HCC will not issue a child performance licence where absence is required without the written permission of the Headteacher.

Only the school can authorise an absence. The fact that a parent has provided a note or other explanation (telephone call or personal contact) in relation to a particular absence does not, of itself, oblige the school to accept it, if the school does not accept the explanation offered as a valid reason for absence. If, after further investigation doubt remains about the explanation offered – or when no explanation is forthcoming at all – the absence will be treated as unauthorised and the parent informed.

Hill View Primary School Application form for Absence in Term Time



Please read carefully the 'Absence in Term Time - Information for Parent's', on the reverse of this sheet.

Child(ren)'s Name(s)	Class	Date of birth
Address		
Contact numbers Work	Home/Mobile	
I request permission for my child to be absent from school for the following reason:		
First Day of Absence from School	Date of Return to School	Total of School Days Absent

Please state the reasons for which you are applying for an authorised absence and the **circumstances** which make your **application exceptional**; include the reason why the absence cannot take place within the normal 13 weeks holiday your child has from school. If you are requesting authorisation to attend a specific event, please confirm the date of the event and explain your travel arrangements. If you require additional space please continue on the other side of the page.

These are **exceptional** circumstances because.....

Siblings:

Does your child have a secondary school sibling?
 (Please tick appropriate box)

 Yes

 No

If yes, please state name of sibling..... and secondary school

Declaration: I have read the 'Absence in Term Time - Information for Parent's and understand I/we may receive a penalty notice if my/our child receives unauthorised school absence as a result of this request.

Please note the school day is divided into 2 registration periods, for example if your child is absent for one day this equals 2 sessions, and a five-day absence equals 10 sessions.

Signed
 Date

School use:

Are the circumstances outlined exceptional?	Yes	No	Rationale
Is the request approved?	Yes	No	Recommended code
Proceed with a fixed Penalty Notice request?	Yes	No	Rationale
Additional actions/ meeting/ further information, notes etc			
Signed:			Dated:

Absence in Term Time- Information for parent/ carer's

What is good attendance?

At Hill View Primary Academy our aspiration that all pupils attend school at least 97%+, unless there are chronic health conditions or other specific mitigating circumstances.

What does the law say?

Changes to legislation which came into force in September 2013 made clear that Schools may not grant any leave of absence during term time unless there are exceptional circumstances. There is a form that needs to be completed to request absence of a pupil from school.

The Government says that all children should attend the school that they are registered at every day unless:

- They are too ill to go in.
- They have permission from the school or there are other arrangements agreed by the school.

When will absence requests be authorised?

- Government guidance means that at Hill View we are only permitted to authorise absence in exceptional circumstances, and this can only be done by the Head or Deputy.
- The Head or Deputy will consider each absence request individually against the guidance from the Government and decide whether to grant the absence. They will also decide how many days would be authorised if an extended absence is requested.

*It is the school's discretion to decide which circumstances are 'exceptional'. Examples of circumstances that are **not** exceptional may include:*

- *Holidays/ flights in term time that have already been paid for.*
- *Relatives visiting or visiting relatives.*
- *Days off for birthdays and trips.*
- *Absences that coincide or overlap with the start or ends of terms.*
- *A request for a family holiday during term time is not an exceptional circumstance it is a choice and will not be authorised and may attract a Fixed Penalty Notice and fine.*

Examples of exceptional circumstances where a request for an absence may be authorised:

- *Religious Observance –allowed for recognised religious observance and only where the observance is recognised by the religious body*
- *Medical, Dental or Hospital Appointments – where possible, please ensure these appointments take place out of school time in order not to disrupt your child's education.*
- *Absence due to bereavement of a close family member will be assessed on an individual basis but likely to be a maximum of 3 days absence*

What if I take my child on an unauthorised absence?

Please be aware that unauthorised holiday absence of 5 days or more can now result in the issuing of a Penalty Notice which carries a fine of £60 or if not paid after 21 days, then the fine is doubled to £120 and court prosecution if unpaid after 28 days. Penalty Notices are served per parent, per child.

If there are exceptional circumstances behind your request, you should write these on the form along with the purpose of the leave of absence. Absence will either be authorised or unauthorised by the school. Should you wish to discuss your request further you should request an appointment with the Attendance Lead in the first instance.

Why completing this form is important?

It is important that you are honest and inform the school where your child is if they are not at school or if you plan for them to be absent from school. We are committed to work with parent/ carers to ensure that every child attends well and makes good progress at our school. We have to comply with the legal frameworks set out by the government and this includes ensuring that we know where your child is whilst they attend our school.

Attendance is important to ensure that your child has the same education and opportunities as their peers, does not miss out on or have to catch up with important learning that can affect educational progress and achievement.

Appendix B

Annex A: Grounds for deleting a pupil from the school admission register	
Grounds for deleting a pupil of compulsory school age from the school admission register set out in the Education (Pupil Registration) (England) Regulations 2006, as amended	
1	8(1)(a) - where the pupil is registered at the school in accordance with the requirements of a school attendance order, that another school is substituted by the local authority for that named in the order or the order is revoked by the local authority on the ground that arrangements have been made for the child to receive efficient full-time education suitable to their age, ability and aptitude otherwise than at school.
2	8(1)(b) - except where it has been agreed by the proprietor that the pupil should be registered at more than one school, in a case not falling within sub-paragraph (a) or regulation 9, that they have been registered as a pupil at another school.
3	8(1)(c) - where a pupil is registered at more than one school, and in a case not falling within sub-paragraph (j) or (m) or regulation 9, that they have ceased to attend the school and the proprietor of any other school at which they are registered has given consent to the deletion.
4	8(1)(d) - in a case not falling within sub-paragraph (a) of this paragraph, that they have ceased to attend the school and the proprietor has received written notification from the parent that the pupil is receiving education otherwise than at school.
5	8(1)(e) - except in the case of a boarder, that he has ceased to attend the school and no longer ordinarily resides at a place which is a reasonable distance from the school at which they are registered.
6	8(1)(f) - in the case of a pupil granted leave of absence in accordance with regulation 7(1A), that — (i) the pupil has failed to attend the school within the ten school days immediately following the expiry of the period for which such leave was granted; (ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and (iii) the proprietor and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.
7	8(1)(g) - that he is certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither they nor their parent has indicated to the school the intention to continue to attend the school after ceasing to be of compulsory school age.
8	8(1)(h) - that he has been continuously absent from the school for a period of not less than twenty school days and — (i) at no time was this absence during that period authorised by the proprietor in accordance with regulation 6(2); (ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and (iii) the proprietor of the school and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.
9	8(1)(i) - that they are detained in pursuance of a final order made by a court or of an order of recall made by a court or the Secretary of State, that order being for a period of not less than four months, and the proprietor does not have reasonable grounds to believe that the pupil will return to the school at the end of that period.
10	8(1)(j) - that the pupil has died.
11	8(1)(k) - that the pupil will cease to be of compulsory school age before the school next meets and— (i) the relevant person has indicated that the pupil will cease to attend the school; or (ii) the pupil does not meet the academic entry requirements for admission to the school's sixth form.
12	8(1)(l) - in the case of a pupil at a school other than a maintained school, an Academy, a city technology college or a city college for the technology of the arts, that he has ceased to be a pupil of the school.
13	8(1)(m) - that they have been permanently excluded from the school.
14	8(1)(n) - where the pupil has been admitted to the school to receive nursery education, that they have not on completing such education transferred to a reception, or higher, class at the school.
15	8(1)(o) where— (i) the pupil is a boarder at a maintained school or an Academy; (ii) charges for board and lodging are payable by the parent of the pupil; and (iii) those charges remain unpaid by the pupil's parent at the end of the school term to which they relate.

Appendix C

Further sources of information:

- Relevant legislation
- The Education (Pupil Registration) (England) Regulations 2006
- The Education (Pupil Registration) (England) (Amendment) Regulations 2010
- The Education (Pupil Registration) (England) (Amendment) Regulations 2011
- The Education (Pupil Registration) (England) (Amendment) Regulations 2013
- The Education (Pupil Registration) (England) (Amendment) Regulations 2016
- The Education Act 2002
- The Education (School Day and School Year) (England) Regulations 1999
- The Changing of School Session Times (England) (Revocation) Regulations 2011
- The Education and Inspections Act 2006

Other DfE guidance

- Parental responsibility measures for school attendance and behaviour
- Children missing education
- Keeping children safe in education
- [Working together to improve school attendance - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

[Appendix D](#)

[Expectations of different stakeholders.](#)

Teachers are responsible for:

- setting an example of punctuality and good attendance.
- implementing the policy;
- ensuring that the registers are taken at the start of the morning session and once during the afternoon session and are accurate and up to-date;
- monitoring class and individual attendance patterns;
- informing the school office of any concerns;
- emphasising with children the importance of punctuality and good attendance.
- reminding parents of their commitment to this policy.
- Building respectful relationships with all staff, pupils, families and other stakeholders in order to secure their trust and engagement. Make sure there is a welcoming and positive culture across the school.
- Communicating openly and honestly with all staff, pupils and families about their expectations of school life and performance so that they understand what to expect and what is expected of them.
- Liaising with other agencies working with pupils and their families to support attendance, for example, where a young person has a social worker or is otherwise vulnerable.
- Modelling respectful relationships and appropriate communication for all staff and pupils. This will help relationships between pupils and staff to reflect a positive and respectful culture.

All staff members should:

- treat pupils with dignity
- build relationships rooted in mutual respect and observe proper boundaries
- take into consideration the vulnerability of some pupils and the ways in which this might contribute to absence
- handle confidential information sensitively
- understand the importance of school as a place of safety where pupils can enjoy trusted relationships with staff and pupils particularly for children with a social worker and those who have experienced adversity
- communicate effectively with all families regarding pupils' attendance and well-being

Pupils at risk of persistent absence

Teachers should welcome pupils back following an absence and provide good catch-up support to build confidence and bridge gaps. This could include:

- lesson resources
- buddy support
- one to one input
- meet with pupils to discuss absence, patterns, barriers and problems
- establish action plans to remove barriers, provide additional support and set targets. This could include:
- lunchtime arrangements
- consider what support for re-engagement might be needed, including for vulnerable groups

• Parents are responsible in law for ensuring that their children of compulsory school age receive an efficient education suitable to their age, ability, aptitude and any special educational needs that they may have. Most parents fulfil this responsibility by registering their children at a school.

• Parents whose children are registered at a school are responsible for ensuring that their children attend and stay at school.

Parents are also responsible for:

- ensuring that their children are punctual and know the importance of good attendance.
- instilling in their children an appreciation of the importance of attending school regularly.
- impressing upon their children the need to observe the school's code of conduct.
- informing the school on the first day of absence, by 9.30 am at the latest.
- providing the school with an explanation for the absence on the day of absence.
- informing the school of any changes to their contact details.
- Providing full emergency contact details and expect them to be used if no contact can be made during absences
- taking an active interest in their children's school career, praising and encouraging good work and behaviour and attending parent's evenings and other relevant meetings.
- working in partnership with the school to resolve issues which may lead to non-attendance.
- avoiding arranging medical/dental appointments during school hours.
- not booking holidays during term-time.
- treating staff with respect
- actively supporting the work of the school
- calling on staff for help when they need it
- communicating as early as possible circumstances which may affect absence or require support
- Proactively engage with support offered