



# Attendance Policy

# 1. Aims

Longridge school aims to meet its obligations with regards to school attendance by:

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

We will also support parents, carers, social workers and guardians to perform their legal duty to ensure their children of compulsory school age attend regularly and will promote and support punctuality in attending lessons. Many of our learners have experienced difficulties with school attendance in the past and may need considerable support to develop good attendance.

## 2. Legislation and guidance

This policy meets the requirements of the [working together to improve school attendance](#) from the Department for Education (DfE), and refers to the [Children's Commissioner Guidance for parents on school attendance](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- [The Education Act 1996](#)
- [The Education Act 2002](#)
- [The Education and Inspections Act 2006](#)
- [The Education \(Learner Registration\) \(England\) Regulations 2006](#)
- [The Education \(Learner Registration\) \(England\) \(Amendment\) Regulations 2010](#)
- [The Education \(Learner Registration\) \(England\) \(Amendment\) Regulations 2011](#)
- [The Education \(Learner Registration\) \(England\) \(Amendment\) Regulations 2013](#)
- [The Education \(Learner Registration\) \(England\) \(Amendment\) Regulations 2016](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)
- [The School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2024](#)

This policy also refers to the DfE's guidance on the [school census](#), which explains the persistent absence threshold, [Keeping Children Safe in Education](#) and [Mental health issues affecting a pupil's attendance: guidance for schools](#)

## 3. School procedures

### 3.1 Attendance register

By law, all schools (except those where all learners are boarders) are required to keep an attendance register, and all learners must be placed on this register.

The attendance register will be taken at the start of the first session of each school day and once during the second session. It will mark whether every learner is:

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

Any amendment to the attendance register will include:

- The original entry

- The amended entry (editing tracks)
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

See appendix 1 for the DfE attendance codes used on the schools Management Information System [enter own MIS here]

We will also record:

- Whether the absence is authorised or not
- The nature of the activity if a pupil is attending an approved educational activity
- The nature of circumstances where a pupil is unable to attend due to exceptional circumstances

Every entry in the attendance register will be preserved for at least **6 years** after the date on which the entry was made.

Learners must arrive in school by 9.30am on each school day. The register for the first session will be kept open until 9.45am. The register for the second session will be taken at 1.30pm and will be kept open until 1.45pm

### 3.2 Unplanned absence

Parents, carers, social workers or guardians must notify the school on the first day of an unplanned absence – for example, if their child is unable to attend due to ill health – by 9.45am or as soon as practically possible (see also section 6). They should do this by phoning the school reception.

Absence due to illness will be authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the school may ask parents, carers, social workers or guardians to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents, carers, social workers or guardians will be notified of this in advance.

### 3.3 Medical or dental appointments

Missing registration for a medical or dental appointment is counted as an authorised absence; advance notice is required for authorising these absences.

Parents/Carers are to request absence for their child prior to any appointments by calling the school administration team on **01785 556710** and emailing the Head Teacher via: [enquiries@longridgeschool.org.uk](mailto:enquiries@longridgeschool.org.uk)

However, we encourage parents, carers, social workers or guardians to make medical and dental appointments out of school hours where possible. Where this is not possible, the learner should be out of school for the minimum amount of time necessary.

Applications for other types of absence in term time must also be made in advance. Information relating to whether the school can authorise such absences can be found in section 4.

### 3.4 Lateness and punctuality

A learner who arrives late but before the register has closed will be marked as late, using the appropriate code.

A learner who arrives after the register has closed will be marked as absent, using the appropriate code.

If pupils are late on a regular basis initially a phone call home will be made to discuss concerns and what level of support can be provided to the family. If lateness persists a meeting will be held with both pupil and parents/carers to discuss any issues that may be causing the lateness and to agree a plan moving forward to prevent it. Once agreed the plan will be reviewed weekly to check it is effective, if issues persist then a further meeting will be arranged to agree next steps.

### 3.5 Following up absence

The school will follow up any absences to ascertain the reason, ensure proper safeguarding action is taken where necessary, identify whether the absence is approved or not and identify the correct attendance code to use.

The school will do this by:

- Calling the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. (If the school cannot reach any of the pupil's emergency contacts, the school will send a member of staff to the family home to make contact. In the event that contact is not made and the school has good reason to believe that there is reason for concern, then the police will be contacted.)
- Identifying whether the absence is approved or not
- Identifying 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
- Calling 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

### 3.6 Reporting to parents/carers

The school registration system on [\[enter school MIS here\]](#) can provide a wealth of attendance information which will be fed into appropriate meetings as required. Attendance information will also be provided in all school reports and a full attendance certificate provided within the learner's annual school report.

## 4. Authorised and unauthorised absence

### 4.1 Granting approval for term-time absence

The headteacher will only grant a **leave of absence** to a pupil during term time if the request meets the specific circumstances set out in the [2024 school attendance regulations](#). These circumstances are:

- Taking part in a regulated performance, or regulated employment abroad
- Attending an interview
- Study leave
- A temporary, time-limited part-time timetable
- Exceptional circumstances

A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for.

We define 'exceptional circumstances' as a one-off family event such as a wedding or activities required in relation to Looked After Children such as statutory visits if they cannot be accommodated in any other way.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. A leave of absence is granted entirely at the headteacher's discretion.

Leave of absence will not be granted for a pupil to take part in protest activity during school hours.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments – as explained in sections 3.2 and 3.3
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parent(s) belong(s). If necessary, the school will seek advice from the parent's religious body to confirm whether the day is set apart
- Parent(s) travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be

travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision

- If the pupil is currently suspended or excluded from school (and no alternative provision has been made)
- Other reasons the school may allow a pupil to be absent from the school site, which are not classified as absences, include (but are not limited to):
- Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school
- Attending another school at which the pupil is also registered (dual registration)
- Attending provision arranged by the local authority
- Attending work experience
- If there is any other unavoidable cause for the pupil not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the school premises are closed

## 4.2 Attendance legal intervention

Student absence is often a symptom of wider issues that the student or their family is experiencing and the school will always endeavour to work together with families and other local partners to provide support and remove the barriers to attendance. Where this supportive action is not successful or parents do not engage, the law provides several legal interventions to formalise attendance improvement plans and eventually if necessary prosecution.

The school or local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age. Decisions to fine parents are always made on an individual case by case basis.

The headteacher (or someone authorised by them), local authority or the police can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a penalty notice.

If the school issues a penalty notice, it will check with the local authority before doing so and send it a copy of any penalty notice issued.

Before issuing a penalty notice, the school will consider the individual case, including:

- Whether the national threshold for considering a penalty notice has been met (10 sessions of unauthorised absence in a rolling period of 10 school weeks)
- Whether a penalty notice is the best available tool to improve attendance for that pupil
- Whether further support, a notice to improve or another legal intervention would be a more appropriate solution
- Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate

Each parent who is liable for the pupil's offence(s) can be issued with a penalty notice, but this will usually only be the parent/parents who allowed the absence.

The payment must be made directly to the local authority, regardless of who issues the notice. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

If issued with a first penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days.

If a second penalty notice is issued to the same parent in respect of the same pupil, the parent must pay £160 if paid within 28 days.

A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead.

A penalty notice may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the

school has notified the parents that the pupil must not be present in a public place on that day). These penalty notices are not included in the National Framework, not subject to the same considerations about support being provided, and do not count towards the limit as part of the escalation process.

In these cases, the parent must pay £60 within 21 days, or £120.

If issued with a fine, or penalty notice, each parent must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

## 5. Strategies for promoting attendance

Longridge School recognises the effort that goes into maintaining a good attendance record and will celebrate attendance achievements of its learners as well as promoting the benefits of a good attendance at school.

The underlying reasons for absence and removing the barriers to attendance will be addressed by School and local partners working collaboratively in partnership with families to;

### Expect

Aspire to high standards of attendance from all pupils and parents and build a culture where all can, and want to, be in school and ready to learn by prioritising attendance improvement across the school.

### Monitor

Rigorously use attendance data to identify patterns of poor attendance (at individual and cohort level) as soon as possible so all parties can work together to resolve them before they become entrenched.

### Listen and understand

When a pattern is spotted, discuss with pupils and parents to listen to and understand barriers to attendance and agree how all partners can work together to resolve them.

### Facilitate support

Remove barriers in school and help pupils and parents to access the support they need to overcome the barriers outside of school. This might include an early help or whole family plan where absence is a symptom of wider issues.

(Taken from Working Together to Improve Attendance – DfE August 2024)

## 6. Attendance monitoring

### 6.1 Monitoring attendance

The school administrator monitors learner absence on a daily basis, alerting the Head Teacher to any students who are not present.

Parents, carers, social workers or guardians are expected to call the school in the morning if their child is going to be absent due to ill health (see section 3.2).

The school does not have a stated absence threshold because all absence is of concern and will be responded to in a way that is appropriate to the individual learner and their family or care environment.

Longridge School collects attendance and absence data and may use this for internal purposes to track and monitor learners.

### 6.2 Analysing attendance

Here at Longridge School we 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.

We look at historic and emerging patterns of attendance and absence, and then develop strategies in partnership with parents/carers to address these patterns and any barriers to attendance.

### 6.3 Using data to improve attendance

The school will:

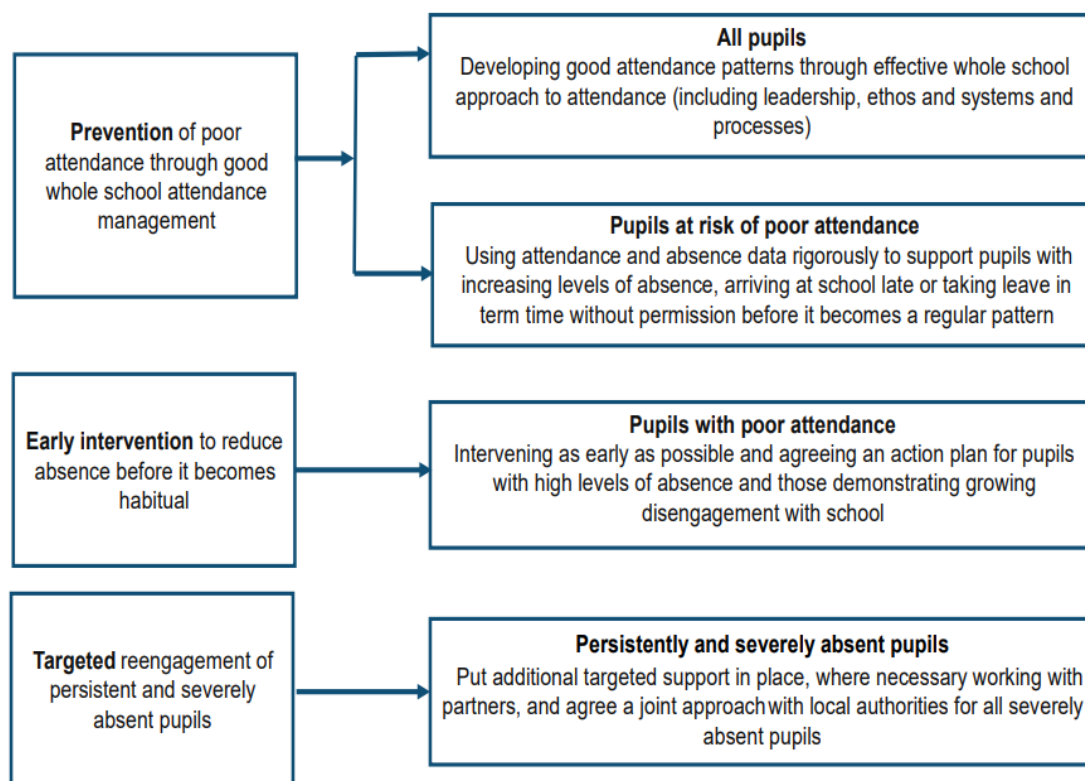
Provide regular attendance reports to form tutors, and other school leaders, to facilitate discussions with pupils and families. Data will also be used to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

### 6.4 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.

As a school we will use attendance data to find patterns and trends of persistent and severe absence. When a pattern of persistent absence is spotted, the school will look to work with the family/carers to support improving attendance. The initial correspondence regarding concerns will be via a letter and a phone call home to discuss concerns. If attendance does not improve a meeting will be held with pupils (if appropriate to developmental needs) and parents/carers to help understand barriers to attendance and agree how all partners can work together to resolve them. An attendance improvement action plan with measurable outcomes will be drawn up and agreed with parents/carers and the pupil (if appropriate). Action plans will be reviewed weekly over the course of the plan, to ensure progress regarding the improvement of attendance.

#### Effective school attendance improvement and management



Taken from Working together to improve school attendance August 2024

## **7. Roles and responsibilities**

Roles and responsibilities

### **7.1 The Proprietary Board**

The director of education is responsible for:

- Promoting the importance of school attendance across the school'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 school
- Making sure staff receive adequate training on attendance
- Holding the headteacher to account for the implementation of this policy

### **7.2 The headteacher**

The headteacher is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to the proprietary board
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary
- Leading attendance across the school
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis
- Devising specific strategies to address areas of poor attendance identified through data
- Arranging calls and meetings with parents to discuss attendance issues
- Delivering targeted intervention and support to pupils and families
- Monitoring and analysing attendance data (see section 7)
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the headteacher
- Working with education welfare officers to tackle persistent absence

## **8. Monitoring arrangements**

This policy will be reviewed bi-annually by the Headteacher.

## **9. Links with other policies**

This policy is linked to our Child Protection and Safeguarding policy.



## Appendix 1: attendance codes

The following codes are taken from the DfE's School Attendance Regulations 2024

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
<b>Attending a place other than the school</b>		
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
<b>Absent – leave of absence</b>		
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
<b>S</b>	Study leave	Pupil has been granted leave of absence to study for a public examination
<b>X</b>	Not required to be in school	Pupil of non-compulsory school age is not required to attend
<b>C2</b>	Part-time timetable	Pupil is not in school due to having a part-time timetable
<b>C</b>	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
<b>Absent – other authorised reasons</b>		
<b>T</b>	Parent travelling for occupational purposes	Pupil is a ‘mobile child’ who is travelling with their parent(s) who are travelling for occupational purposes
<b>R</b>	Religious observance	Pupil is taking part in a day of religious observance
<b>I</b>	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
<b>E</b>	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
<b>Absent – unable to attend school because of unavoidable cause</b>		
<b>Q</b>	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
<b>Y1</b>	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
<b>Y2</b>	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
<b>Y3</b>	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
<b>Y4</b>	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
<b>Y5</b>	Criminal justice detention	Pupil is unable to attend as they are: <ul style="list-style-type: none"> <li>• In police detention</li> <li>• Remanded to youth detention, awaiting trial or sentencing, or</li> <li>• Detained under a sentence of detention</li> </ul>
<b>Y6</b>	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
<b>Y7</b>	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
<b>Absent – unauthorised absence</b>		
<b>G</b>	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
<b>N</b>	Reason for absence not yet established	Reason for absence has not been established before the register closes
<b>O</b>	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
<b>U</b>	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
<b>Administrative codes</b>		
<b>Z</b>	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
<b>#</b>	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays

**Approved by:** Headteacher

**Last reviewed on:** August 2024

**Next review due by:** August 2026