

**Statutory:**

Policy provided centrally for adoption by schools with minimal amendment to the core text. Changes are allowed to the text where indicated

# Attendance Policy

## St Peter's C of E Middle School

<b>Approved by:</b>	<b>EQSI Committee</b>
<b>Date:</b>	<b>July 2025</b>
<b>Next review date:</b>	<b>July 2026</b>

<b>Adopted by school:</b>	<b>St Peter's C of E Middle School - LGB</b>
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## Policy Consultation & Review

This policy is available on our school website and is available on request from the school office. We also inform parents about this policy when their children join our school and regularly thereafter through our school newsletter and other relevant opportunities.

We recognise the expertise our staff build by managing school attendance daily and we therefore invite staff to contribute to and shape this policy and associated attendance and safeguarding arrangements.

This policy will be reviewed in full by both Board of Trustees and the Local Governing Body (LGB) on at least an annual basis.

# 1. Introduction

At St Peter's C of E Middle School, we recognise that positive behaviour and good school attendance are essential in order for students to get the most of their school experience, including their attainment, wellbeing and wider life chances. Missing out on lessons leaves children vulnerable to falling behind and can put them at risk of wider harm. There is a [wide range of evidence](#) as to the health and wellbeing benefits of school-age education.

The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at a school or by education otherwise than at a school. Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly and on time. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school.

The Department for Education (DfE) has produced statutory guidance for maintained schools, academies, independent schools, and local authorities. It is called "[Working together to improve school attendance](#)" and it includes a National Framework in relation to absence and the use of legal sanctions. Our School Attendance Policy reflects the requirements and principles of that guidance including the importance of understanding the potential vulnerabilities of children who are missing education or absent from school.

This policy is written with the above guidance in mind and underpins our school ethos to:

- Work with families to identify the reasons for poor attendance and try to resolve any difficulties at the earliest opportunity.
- Promote children's welfare and safeguarding.
- Ensure every student has access to the suitable, full-time education to which they are entitled.
- Ensure that students succeed whilst at school.
- Ensure that students have access to the widest possible range of opportunities at school, and when they leave school.

Our policy outlines the school's commitment to attendance. Our policy aims to provide clear guidance to all staff, parents & carers, students, LGB members and Trustees about the responsibilities and the procedures in place to promote and monitor student attendance.

Our policy aims to raise and maintain levels of attendance by:

- Promoting a positive and welcoming atmosphere in which students feel safe, secure, and valued.
- Raising and maintaining a whole school awareness of the importance of good attendance and punctuality.
- Ensuring that attendance is monitored effectively and reasons for absences are recorded promptly and consistently.

For our students to gain the greatest benefit from their education it is vital that they attend regularly and on time, every day the school is open unless the reason for the absence is unavoidable.

We recognise that attendance is a matter for the whole school community. Our Attendance Policy should not be viewed in isolation; it is a strand that runs through all aspects of school improvement, supported by our policies on safeguarding, prevention of bullying, behaviour, and inclusive learning. This policy also considers the Human Rights Act 1998, the Equality Act 2010, UN Convention on the Rights of the Child, and other relevant legislation.

## 2. School Attendance and the Law

The School Attendance (Student Registration) (England) Regulations 2024 introduced a National Framework in England. By law all children of compulsory school age must receive an appropriate full-time education (Education Act 1996). Parents have a legal duty to ensure their child attends school regularly at the school at which they are registered.

Parents may be recognised differently under education law, than under family law. Section 576 of the Education Act 1996 states that a 'parent', in relation to a child or young person, includes any person who is not a parent (from which can be inferred 'biological parent') but who has parental responsibility, or who has care of the child. Throughout this policy the term 'parents' will refer to parents and carers with parental responsibility.

A person typically has care of a child or young person if they are the person with whom the child lives, either full or part time and who looks after the child, irrespective of what their biological or legal relationship is with the child.

## 3. Promoting Regular Attendance

At St Peter's C of E Middle School, we believe in developing good patterns of attendance and set high expectations for the attendance and punctuality for all our students from the outset. It is a central part of our school's vision, values, ethos, and day to day life. We recognise the strong connections between attendance, attainment, safeguarding and wellbeing.

Role	Name	Contact details
<b>Senior Attendance Champion</b> , as referenced in the DfE Guidance Working together to improve attendance 2024	Alexandra Burke	Via school office office@st-petersoldwindsor.org.uk
<b>Attendance Officer</b> , if different from the Attendance Champion	David Eaton KS2 Rebecca Young KS3	Via school office office@st-petersoldwindsor.org.uk
<b>Named LGB member for Attendance</b> (or safeguarding LGB member)	Neil Knowles	Via school office office@st-petersoldwindsor.org.uk

Improving school attendance is everyone's business, it is a shared responsibility by LGB members and Trustees, all school staff, parents, students, and the wider school community. Helping to create a pattern of regular attendance is the responsibility of parents, students and all members of school staff.

To help us all to focus on this, we will:

- Build strong relationships and work jointly with families.
- Give parents/carers information about attendance in our newsletters.
- Promote the benefits of high attendance.
- Accurately complete admission and attendance registers and have effective day to day processes in place to follow-up absence as required by law.
- Celebrate excellent attendance by displaying and reporting individual and class achievements.
- Reward good or improving attendance.
- Complete action plans to improve school attendance
- Report to parents/carers regularly on their child's attendance and the impact on their progress.
- Contact parents/carers should their child's attendance fall below the school's target for attendance.
- Submit a daily attendance return to the Department of Education, in line with the legal expectations placed on all schools.

### 3.1 Roles and Responsibilities

The Local Governing Body of St Peter's C of E Middle School recognises the importance of school attendance and promotes it across the school's ethos and policies. They take an active role in attendance improvement by:

- Setting high expectations of all leaders, staff, students, and parents so that children attend school every day and are safeguarded from harm.
- Identifying a member of the LGB to lead on attendance matters (usually the safeguarding lead LGB member) and ensuring that there is a named senior attendance champion.
- Ensuring school leaders fulfil expectations and statutory duties by rigorously evaluating the effectiveness of the school's attendance procedures so that consistent attendance support is provided for all students.
- Ensuring the school engages and works effectively with the local authority Attendance Team and wider local partners and services to address barriers to school attendance.
- Regularly reviewing attendance data, discussing, challenging trends, and helping school leaders focus improvement efforts on the individual students or cohorts who need it most.
- Ensuring high aspirations are maintained for all students and processes for support are adapted to the individual needs of students including those with long term illnesses, special educational needs and disabilities, students with a social worker or youth justice worker and students from cohorts with historically lower attendance such as those eligible for free school meals.
- Ensuring all school staff receive adequate training on attendance and that relevant staff have access to opportunities to share and learn from good practice in other schools.
- Ensuring that attendance data is shared with the Local Authority or Department for Education as required and on time.
- Reviewing the school's Attendance Policy on at least an annual basis, ensuring that the required resources are available to fully implement the policy.

The Senior Management Team (including senior attendance champion) at St Peter's C of E Middle School will:

- Actively promote the importance and value of good attendance to all students and their parents.
- Form positive relationships with students and parents.
- Ensure that there is a whole school approach which reinforces good school attendance, with good teaching and learning experiences that encourage all students to attend and to achieve.
- Monitor the implementation of the Attendance Policy and ensure that the policy is reviewed annually.
- Ensure that all staff are aware of the Attendance Policy and adequately trained to address attendance issues.
- Ensure that the regulations and other relevant legislation are complied with.
- Ensure that there is a named senior attendance champion to lead on attendance and allocate sufficient time and resource.

- Return school attendance data to the Local Authority and the Department for Education as required and on time.
- Report the school's attendance and related issues through termly reporting to the LGB via the HT report and in meetings with the safeguarding LGB lead.
- Ensure that systems to report, record and monitor the attendance of all students, including those who are educated off-site are implemented.
- Ensure that attendance data is collected and analysed frequently to identify causes and patterns of absence.
- Interpret the data to devise solutions and to evaluate the effectiveness of interventions.
- Develop a multi-agency response to improve attendance and support students and their families.
- Document interventions used to a standard required by the local authority should legal proceedings be instigated.
- Set out how Student Premium will be used to support students with irregular attendance.

All staff at St Peter's C of E Middle School will:

- Actively promote the importance and value of good attendance to all students and their parents.
- Form positive relationships with students and parents.
- Contribute to a whole school approach which reinforces good school attendance; with good teaching and learning experiences that encourage all students to attend and to achieve.
- Comply with the regulations and other relevant legislation.
- Implement systems to report, record and monitor the attendance of all students, including those who are educated off-site.
- Ensure that registers are recorded accurately and in a timely manner.
- Contribute to the evaluation of school strategies and interventions.
- Work with other agencies to improve attendance and support students and their families.

The member of staff responsible for attendance will work to further develop relationships with families to bring about improved attendance. This may involve seeking multi-agency support.

The member of staff responsible for attendance will support good attendance, respond to concerns, and promote improvement in attendance by:

- Monitoring and analysing student attendance data.
- Undertaking weekly attendance meetings with the Senior Attendance Champion, Designated Safeguarding Lead, SENCO, and other relevant staff members.
- Implementing the identified strategies for promoting excellent whole school attendance.
- Implementing the identified strategies for tackling unsatisfactory attendance.
- Managing individual student casework files.
- Coordinating individual action plans for students causing concern including the instigation of an Early Help Assessment and Plan and/ or the implementation of an attendance contract.
- Ensuring first day calling procedures are adhered to if a child is absent from school without contact from parents.
- Taking an active lead in delivering whole school initiatives such as awards assemblies and reward schemes.
- Making referrals to appropriate external agencies.

St Peter's C of E Middle School requests that parents:

- Ask the school for help if their child is experiencing difficulties with any aspect of their schoolwork or home and family life so that we can offer support at the earliest opportunity.
- Take a positive interest in their child's work and educational progress.
- Ensure their child has regular attendance at school.
- Instil the value of education and regular school attendance within the home environment.
- Contact the school if their child is absent to let them know the reason why and the expected date of return, following this with a note wherever possible.
- Avoid unnecessary absences; for example, by making medical and dental appointments for outside of school hours.
- Inform the school of any change in circumstances that may impact on their child's attendance.
- Support the school by becoming involved in their child's education, forming a positive relationship with school, and acknowledging the importance of children receiving the same messages from both school and home.
- Maintain effective routines at home to support good attendance.
- Attend all meetings requested to discuss attendance issues.

Students will:

- Be aware of the school's attendance policy and when and where they are required to attend. This will be communicated to them by school staff, parents and through the school timetable.
- Speak to their class teacher or another member of staff if they are experiencing difficulties at school or at home which may impact on their attendance.
- Attend all lessons ready to learn, with the appropriate learning tools requested and on time for the class.
- Follow the school procedure if they arrive late. This will help the school to monitor attendance and keep accurate records for the child's individual attendance. This is also vital for health and safety in the event of a school evacuation.

## 4. Understanding Types of Absence

Any absence affects the routine of a child's schooling and regular absence will seriously affect their learning journey and ability to progress. Any student's absence or late arrival also disrupts teaching routines and may affect the learning of other students. Ensuring a child's regular attendance at school is a parental responsibility and allowing absence from school, without a good reason, creates an offence in law and may result in prosecution.

Every half-day absence from school has to be classified by the school (not by the parent), as either authorised or unauthorised. This is why information about the cause of any absence is always required. Each half-day is known as a 'session'. Absence will not be authorised unless parents have provided a satisfactory explanation, and it is accepted as such by the school. The decision to authorise absences is at the discretion of the Headteacher.

For the purpose of this policy, the school defines:

**"Absence"** as:

- Arrival at school after the register has closed
- Not attending school for any reason

**"Regular" attendance** as:

- Attendance at every session the school is open to students unless their absence has been authorised

**Authorised absences** are morning or afternoon sessions away from school for a genuine reason such as:

- An absence for sickness for which the school has granted leave
- Medical or dental appointments which unavoidably fall during school time, for which the school has granted leave
- Religious or cultural observances for which the school has granted leave
- An absence due to a family emergency or unavoidable cause

**Unauthorised absences** are those which the school does not consider reasonable and for which no 'leave' has been granted such as:

- Parents keeping children off school unnecessarily or without reason e.g. because they had a late night or for non-infectious illness or injury that would not affect their ability to learn;
- Absences which have never been properly explained
- Arrival at school after the register has closed
- Shopping, looking after other children or birthdays
- Day trips and holidays taken during term-time, not deemed 'for exceptional purposes' by the headteacher, including any arranged by other family members or friends.
- Leaving school for no reason during the day.
- Any other absence in term time which has not been agreed.

**This type of absence can lead to the school referring to the Local Authority for penalty notices and/or legal proceedings.**

## 4.1 Persistent and Severe Absence

A student is defined by the Government as a 'persistent absentee' (PA) when they miss 10% or more schooling across the school year for any reason; this can be authorised or unauthorised absence. Over a full academic year this would be 19 school days (38 sessions) missed. Absence at this level will cause considerable damage to any student's education and we need the full support and co-operation of parents to resolve this.

A student who has missed 50% or more schooling is defined by the Government as 'severely absent' (SA). Students within this cohort may find it more difficult to be in school or face bigger barriers to their regular attendance and, as such, are likely to need more intensive support.

The attendance of all students at our school is monitored to identify children who are PA, or are on track to becoming PA. Where emerging concerns are identified we will instigate appropriate and timely interventions as outlined in our policy. Referrals may also be made to external agencies for targeted support.

If parents fail to engage with support and their child continues to have unsatisfactory attendance/ punctuality, a request may be made to the Local Authority to pursue legal proceedings either through a penalty notice for parentally condoned absence, consideration of an Education Supervision Order or prosecution in the Magistrates' Court.

Parents found guilty in a Magistrates' Court of failing to secure their child's regular attendance at school under the provisions of the Education Act 1996, will receive a criminal record and a maximum penalty of a £1000 fine under a Section 444 (1) offence or a £2500 fine or up to a 3-month prison sentence, under a Section 444 (1a) offence.

## 4.2 Leave of Absence

We believe that children need to be in school for all sessions so that they can make the most progress possible. However, we do understand that there are times where a parent may legitimately request leave of absence for a child due to 'exceptional circumstances'. At St Peter's C of E Middle School, leave of absence is only granted at the discretion of the Headteacher and shall not be granted unless there are 'exceptional circumstances'. We will respond to all applications for leave of absence in writing.

Parents wishing to apply for leave of absence during term time must apply in writing to the Headteacher **at least a month before the planned leave** (see Appendix 2). We will treat each application individually and discuss with you the circumstances of the application before a decision is made. If a written request for leave of absence is not completed and the leave is taken without a request being submitted, it will be marked as unauthorised. Retrospective requests will not be considered and will also result in the absence being categorised as unauthorised. In such cases the school may make a referral to the Local Authority to request that a penalty notice fine is issued or consider prosecution.

- The headteacher will only grant a **leave of absence** to a student during term time if the request meets the specific circumstances set out in the [2024 school attendance regulations](#).
- The headteacher or designated representative will meet with every family applying for exceptional leave to stress the importance of good attendance habits and links between attendance and attainment.
- **Exceptional leave is most unlikely to be authorised when a student’s attendance is less than 96%.**
- Exceptional leave should always be refused if the school is aware of any truancy.
- Exceptional leave should always be refused when requests are regular (annual) or when patterns become identifiable.
- Reasons for exceptional leave should be logged on the student’s record and shared as part of the transfer/transition process.
- The headteacher will allow students to be absent from the school site for certain educational activities, or to attend other schools or settings.

When absence is granted by the Headteacher, parents will need to agree a date of return. If a student fails to return on the expected date and contact is not received from, or made with the parents, school will seek advice from the Local Authority. This could result in possible children missing from education procedures being instigated.

### 4.3 Medical Appointments and absence due to illness

Parents should try to make appointments outside of school hours wherever possible. Where appointments during school time are unavoidable, we ask that a parent notifies the school in advance of the appointment wherever possible. The student should only be out of school for the minimum amount of time necessary for the appointment. In most circumstances, a child should not miss a whole day at school for an appointment. If a student must attend a medical appointment during the school day, they must sign in and out on the Sign in App in reception. No student will be allowed to leave the school site without parental confirmation.

In most cases, absences for illness which are reported following the school’s absence reporting procedures will be authorised without the need for parents to supply medical evidence. In line with Department for Education guidance, if we do have a genuine concern about the authenticity of the illness, we will speak to parents/carers regarding our concerns and look at what support can be put in place to ensure their child’s regular attendance at school. If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised.

Where a child has an emerging pattern of non-attendance, we will discuss the reasons for absence with the child’s parent/carer. We will invite parents to attend a meeting with school.

Where a student has a verified and chronic health condition, we will aim to work with parents to ensure children have access to education and provide appropriate support in line with [Supporting students with medical conditions at school](#) and Local Authority /policies. We will also consider whether an Individual Healthcare Plan is required. Families will also be offered an opportunity to complete a Strengths and needs assessment if appropriate.

### 4.4 Student Absence for the purposes of Religious Observance

St Peter’s C of E Middle School acknowledges the multi-faith nature of British society and recognises that, on some occasions, religious festivals may fall outside school holiday periods or weekends and is recognised as such by a relevant religious authority. Where this occurs, the school will consider either authorising the student absence or making special leave for religious observance. Parents are requested to give advance notice to the school.

## 4.5 Gypsy, Roma and Traveller students

Gypsy, Roma and Traveller (GRT) students are among the lowest achieving groups of students at every key stage in education, although some GRT students achieve very well at school. We recognise that there are many complex and interwoven factors that may influence the educational attainment of GRT students. At our school, we have high expectations of all students, regardless of their background whilst recognising the lifestyle and cultural traditions of GRT communities. In line with The Education Act 1996, Section 444(6) the school will authorise the absence of a student who is a mobile child<sup>1</sup> and is unable to attend school because:

- the parent is engaged in a trade or business of such a nature as to require him to travel from place to place,
- that the child has attended at a school as a registered student as regularly as the nature of that trade or business permits, and
- if the child has attained the age of six, that he has made at least 200 attendances during the period of 12 months ending with the date on which the proceedings were instituted

This provision applies *only* when the family has no fixed abode and are engaged in a trade or business that requires them to travel and when the child is attending school as regularly as that trade permits. In these circumstances, parents have a duty to ensure that their children are receiving suitable education when not at school.

When a family is trading or otherwise conducting their business, if they can reasonably travel back to their base school (see below) then the expectation is that their child will attend full-time. St Peter's C of E Middle School will be regarded as the base school if it is the school where the child normally attends when he or she is not travelling. However, the student must have attended our school in the last 18 months. Parents can register their children at other schools temporarily while away from their base school; in such cases, the student's school place at our school be kept open for them whilst travelling. This is to protect them from unfairly losing their place at their school of usual attendance.

To ensure we can effectively support all our students, we ask that parents:

- Advise the school of their forthcoming travelling patterns as soon as these are known and before they happen; and
- Inform the school regarding proposed return dates.

## 5. Our Procedures

### 5.1 Register Keeping and Recording

The School Attendance (Student Registration) (England) Regulations 2024, require schools to take an attendance register twice a day, once at the start of the morning session and then again during the afternoon session. The register must record whether the student was:

- Present;
- Absent;
- Present at approved educational activity; or
- Unable to attend due to exceptional circumstances.

The morning session register is categorised as 8:30am to 8:40am. If a student arrives between these times they are deemed as present.

If a student arrives after 8:40am but before 8:50am they will be marked with an 'L'.

If a student arrives after 8:50am, they will be marked with an 'U' code.

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<sup>1</sup> A mobile child is a child of compulsory school age who has no fixed abode and whose parent(s) is engaged in a trade or business of such a nature as to require them to travel from place to place.

## 5.2 Expected absence procedure for parents:

A parent has a legal responsibility to ensure that their child attends school regularly. If a child is unavoidably absent from school parents are expected to contact school by telephone call on the morning of the first day of absence and on each subsequent day, identifying the reason for absence and the expected date of return. If no contact is received, then absence protocols will be instigated.

### If a child is absent from school the parent must follow these procedures:

- Contact the school on the first day of absence before 8.30am when our register opens.
- Parents should phone the school office explaining the absence.
- Contact the school on every further day of absence, again before 8:30am.
- Ensure that your child returns to school as soon as possible.

Senior Attendance Champion – the senior leader responsible for the strategic approach to attendance in our school	Alexandra Burke	Via school office office@st-petersoldwindsor.org.uk
Office Staff for sickness absence Form tutors for further queries or details	Sheryl Breach Bernie Binstead Rachel Day Form Tutor Team	Via school office office@st-petersoldwindsor.org.uk
Pastoral Leaders and Well-being Support	David Eaton KS2 Rebecca Young KS3 Patricia Ambo Well-being Support	Via school office office@st-petersoldwindsor.org.uk

### If your child is absent, the following actions will be initiated by the school:

- The first day calling procedures will be activated for all students who are not in school after close of register at 8.50am and where no reason for absence is known. We will telephone or text you on the first, and every subsequent day of absence, if we have not heard from you. However, it is your responsibility to contact us;
- If we are unable to make contact with parents by telephone, we will telephone emergency contact numbers, send letters home and a home visit may be made, in the interests of safeguarding.

We will also inform a student's social worker and/or youth offending team worker if there are unexplained absences from school in line with statutory requirements. We will also inform a student's social worker and/or youth offending team worker if their name is to be deleted from the school register.

## 5.3 Late Arrival at School

Poor punctuality is not acceptable and can lead to irregular school attendance patterns. Students who arrive late disrupt lessons and, if a child misses the start of the day, they can feel unsettled and embarrassed and risk missing vital work and important messages from their class teacher.

At St Peter's C of E Middle School all students are expected to arrive on time for every day of the school year. The school day begins at 8:25am. We advise all parents to ensure their child is on site prior to this. The school register will be taken at 8:30am. All students arriving after this time are required to report to the main office with their parents, who will be expected to sign them in and provide a reason for their absence. If their arrival is before 8:50am it will be recorded as late - L code (Late before the close of register).

The school register will officially close at 8:50am. All students arriving on or after this time will be marked as having an unauthorised absence for the morning session - U code (Late after the close of register). This is categorised as an unauthorised absence for the session. Unauthorised lateness could result in the school referring to the Local Authority for sanctions and/or legal proceedings. If your child has a persistent lateness record, you may be asked to meet with your child's pastoral leader, but you can approach us at any time if you are having difficulties getting your child to school on time. We expect parents and staff to encourage good punctuality by being good role models to our students and, as a school, we celebrate good class and individual punctuality.

Please note: L or U codes will also be used if a student arrives after the close of the afternoon register for the PM session.

## 5.4 Support Systems

At St Peter's C of E Middle School, we recognise that poor attendance can be an indication of difficulties in a family's life. This may be related to problems at home and or in school. Parents are encouraged to inform school of any difficulties or changes in circumstances that may affect their child's attendance and or behaviour in school, for example, bereavement, divorce/separation, emerging health concerns. This will help the school identify any additional support that may be required.

We also recognise that some students are more likely to require additional support to attain good attendance. The school will implement a range of strategies to support improved attendance based on the individual needs and circumstances of the child.

Strategies we may use to support you include:

- *Write to you if your child's attendance is causing a concern and/or where punctuality is a concern;*
- *Arrange a meeting so that you may discuss the situation with our Senior Attendance Champion or Pastoral Leader*
- *Create a personalised action/support plan to address any barriers to attendance and make clear each person's role in improving the attendance patterns of your child;*
- *Offer signposting support to other agencies or services, if appropriate or undertake an Early Help Assessment & Plan with you;*
- *Refer the matter to an external agency for multi-agency support, or consult with the LCSS or the police, where there are safeguarding concerns.*
- *Refer to the Local Authority for joint enquiries to be made to establish the whereabouts of the child through Children Missing Education procedures if no contact has been made with parents by the 10<sup>th</sup> day of absence (or sooner if deemed appropriate).*
- *Refer the matter to the Local Authority for relevant legal sanctions, if attendance deteriorates following the above actions*

To plan the correct support, we will always invite parents and students to attend meetings to discuss the concerns and devise a plan to support the child's regular attendance. Support offered to families will be child-centred and planned in discussion and agreement with both parents and students.

## 5.5 Attendance Rewards & Interventions

At St Peter's C of E Middle School, we will investigate and offer support to any students who are on track to be persistently absent (PA) and will not wait until attendance is below 90%.

At St Peter's CofE Middle School, we value every child's attendance at school. Children and families are welcomed and nurtured holistically through a relational approach to achieve a sense of belonging at school. We encourage open lines of communication to ensure connectedness between school and home.

Our attendance approach is built on the 5 Foundations of Attendance, which underpin all our systems, processes and interventions.

### **The 5 Foundations of Attendance**

#### **Foundation 1: Adopt Whole School Thinking (Culture and Climate)**

We have developed an embedded vision and ethos in which aspirations and expectations for all children are ambitious and reinforced by all staff. Our escalated approach is built on solid foundations of connecting and belonging, ensuring a clear and consistent process to improving attendance.

All children are supported to feel accepted, respected, and bonded to the school environment. Familiar and consistent school and class routines help build a sense of security and safety for all children.

Student voice is central to our approach, allowing students to build a protective sense of school connectedness and belonging. This supports children to take more responsibility for their own development through reflection. We build close working relationships with parents and families to support attendance improvements.

The Attendance Leader is challenged and supported appropriately by a Line Manager and link Governor for attendance, ensuring clear accountability and continuous improvement.

#### **Foundation 2: Supportive Policies, Systems and Procedures**

Our graduated approach provides appropriate support with a clear pathway. Systems and processes for making decisions, providing support within the school, and involving and referring to outside agencies where necessary, are underpinned by early intervention.

Our Attendance Policy clearly identifies the school approach towards attendance and the responsibilities of all stakeholders. The Policy meets all statutory and legal requirements.

Other key policies supporting attendance improvements are reviewed regularly, focusing on actual impact. These include our Behaviour Policy, Student Premium Statement, Safeguarding Policy, E-Safety Policy and SEND Offer.

#### **Foundation 3: Prioritise Professional Learning and Staff Development**

Form tutors, class teachers and leaders are supported to identify changes in behaviour or patterns of attendance concerns. They understand their role and view changes as possible attendance and safeguarding concerns.

The Attendance Leader has a clear understanding of where specific expertise exists across the school and how this expertise can be used to share practice and develop future leaders. The Attendance Leader and Line Manager meet regularly, with meetings systematically covering different aspects of performance and improvement.

Identified school staff receive bespoke training to continue the work of external professionals during interventions and, wherever possible, are trained to take over the intervention.

External partnerships underpin Early Help support and continue to improve attendance through a multi-disciplinary approach for identified children and families.

#### **Foundation 4: Implement Targeted Programmes and Interventions**

The Attendance Leader goes beyond the headline data to understand variations and trends in performance between groups of children. Key demographic groups are supported to close variations to other children.

Our MIS system is used effectively to allow for simple analysis of data. Data information is shared widely and informs regular, honest, action-focused conversations. Performance conversations focus on improvement and development, informed by evidence.

Early assessment provides an analysis of a child's needs. The Attendance Leader develops a plan which identifies how the child will be supported, what action is to be taken and by whom, followed by planned regular reviews to assess the effectiveness of the targeted provision.

Targeted interventions focus on self-awareness, emotional literacy, self-motivation and social skills development to support improvements in attendance. This prevents initially more minor mental health problems from escalating and becoming of major significance.

Performance and progress are benchmarked against national data and year-on-year attendance outcomes.

#### Foundation 5: Connect Appropriately with Approaches to Behaviour

The Attendance Leader recognises that poor attendance may stem from previously undisclosed causes, such as an unmet mental health issue, bullying or relationship problems, issues in the home, or learning difficulties with speech and language, all of which are understood and supported.

Our wider curriculum focuses on developing life skills to support children through transitions, proactively supporting possible mental health and well-being concerns.

School leaders view continued poor behaviour as a cause of student distress. Early identification and intervention support children, reducing the risk of exclusion. The Attendance Leader ensures there is an evidence-based approach to supporting 'deeper roots' regarding attendance concerns.

The school has a developed and embedded effective rewards system in place to support attendance improvements and celebrate success.

The Attendance Leader proactively identifies the needs and support required for children new to school or returning to school after a long absence, including exclusions.

#### Use of Data and Monitoring

We use attendance data systematically to identify patterns and trigger interventions at specific thresholds:

5 days absence: Internal monitoring begins, with form tutors tracking early signs

8 days absence: Concerns are formally recorded and shared in writing

15 days absence: Cumulative absence is reported to the Local Authority

17 days absence: Parents are warned that reaching 19 days means the child remains PA for the rest of the year

19 days absence (89.9%): Child is classified as Persistently Absent

Form tutors track and spot early signs of non-attendance, with the EPDA toolkit used where appropriate. Data is analysed to understand variations between different groups of children, ensuring targeted support is provided where needed.

#### Reward Systems Promoting the Importance of Attendance

We use positive reinforcement to celebrate good attendance and create a culture where all children can, and want to, be in school:

Attendance awards for classes

Letters of attendance for whole class rewards

Personalised rewards tracked weekly for students at the targeted intervention stage

These rewards are embedded within our approach and are regularly reviewed to ensure they remain effective in supporting attendance improvements and celebrating success.

### Graduated Response: How Concerns Are Raised with Parents

We follow a graduated approach to communicating with parents, ensuring early intervention and a 'support first' approach at every stage.

#### Universal Approach (5 days absence)

Our approach: We encourage open lines of communication and take early action when absence reaches 5 days.

Actions:

Attendance awards for classes

Letters of attendance for whole class rewards

Form tutors track and spot early signs of non-attendance

Supportive discussions with students following absence

Supportive phone calls to parents following any absence

Internal monitoring leads to curiosity, with student voice sought

Verbal/in-person communication between parents, child and class teacher to raise concern, build relationships and work collaboratively through a 'support first' approach

Early intervention at a universal level offered (e.g., child-centred incentives, support with uniform, administering over the counter medication advice) – recorded as 'in school' early help

Form tutor to have weekly supportive discussions with student and parents

Personalised rewards tracked each week

EPDA toolkit used if appropriate

Safe and Well checks where needed

#### Targeted Intervention (8 days absence)

Our approach: Concerns regarding attendance are recorded and shared in writing with parents. Parents and children meet with the pastoral team at school. We continue to seek student voice and explore barriers, implementing a support plan to remove barriers through targeted intervention, which is regularly reviewed.

Actions:

Attendance letter issued for 8+ days

Parent and student meeting with pastoral leader and form tutor

Supportive attendance improvement plan established

Reviewed every 4 weeks

Early Help offered where appropriate

Safe and Well checks where needed

#### Specialist Intervention (15 days absence)

Our approach: At 15 days absence, there is a significant risk of Persistent Absence. A formal warning notice and meeting with the headteacher takes place. We continue our curious approach to uncover the root cause, with continued internal programmes of support. We introduce home visits to maintain connectedness and provide the child with a key adult in school, offering opportunities for 'time-in' with that key adult to build relationships and security. The support plan is updated, and a multi-disciplinary approach is considered and sourced.

Absence is cumulative at 15 days and will be reported to the LA.

Actions:

Attendance letter and possible FPN sent to parents

Parent and student meeting with headteacher and EWO

Attendance support plan reviewed

Parental contract established

MASH referral considered

Safe and Well checks where needed

RTT considered

#### Specialist Intervention (17 days absence)

Our approach: At 17 days absence, there is a serious risk of Persistent Absence. The school now involves and works closely with the local authority in line with the guidance in the Summary Table of Responsibilities document. The parenting contract is reviewed with the headteacher. All communication is minuted and signed as a record. Parents are informed that if absence reaches 19 days, they will remain PA for the rest of the year.

All support is reviewed in line with student voice. Support includes home visits, key adult support, and consideration of the flexibility of the learning environment and arrangements for the school day (e.g., transition arrangements). Continued external support of the child and family is provided, and a home learning offer is considered.

Actions:

- Attendance letter and possible FPN sent to parents
- Parent and student meeting with headteacher and the EWO
- Attendance support plan reviewed
- Parental contract reviewed
- MASH referral discussed at meeting with EWO
- Safe and Well checks where needed
- RTT considered

#### Persistent Absence (19 days absence or more - 89.9%)

Our approach: The child is now considered a Persistently Absent child. They have been absent for 10% of the available sessions. Over an academic year this equates to 19 days. At this stage, the child will be PA for the remainder of the school year.

The school now seriously considers enforcing attendance procedures which could result in fines or legal action. Safeguarding referrals at this stage can be made.

The child and family continue to be supported as before – regular review of support plans, student voice, multi-agency involvement and exploration of external therapeutic support.

Actions:

- Parent and student meeting with headteacher and the EWO
- Attendance support plan reviewed
- Parental contract reviewed again
- MASH referral discussed at meeting with EWO due to educational neglect
- Safe and Well checks where needed
- RTT and other alternative provisions considered

#### Our Support Offer

Throughout all stages of intervention, we provide targeted support including:

AASA (Attendance and Safeguarding Advisor)

Behaviour support

Reintegration teacher

Sensory room

Key adult allocation

Home visits

Multi-agency support

Flexible learning arrangements

Alternative provisions (RTT)

All interventions focus on self-awareness, emotional literacy, self-motivation and social skills development to support improvements in attendance and prevent mental health problems from escalating.

#### Summary of the Graduated Approach

Our approach aligns with the statutory framework for attendance:

EXPECT: A culture where all children can, and want to, be in school

MONITOR: Use attendance data to identify patterns of poor attendance

LISTEN & UNDERSTAND: Understand barriers to attendance, work together to remove them

FACILITATE SUPPORT: Access support to overcome barriers outside of school

FORMALISE SUPPORT: This may include formalising support through a parenting contract or education supervision order

ENFORCE: Statutory intervention or prosecution to protect the student's right to an education - when there is no other option

## 5.6 part-time timetables

All schools have a statutory duty to provide full-time education for all students and we are committed to every child's right to a suitable, full-time education offer. In very exceptional circumstances, we may decide to implement a temporary, reduced timetable where a student's individual needs indicate they cannot currently access a full-time education and it would not be in their best interest to do so. We will not use a part-time timetable to manage a student's behaviour. A part-time timetable will not be treated as a long-term solution and will have a time limit by which point the student is expected to attend full-time or be provided with alternative provision. We will never put a part-time timetable in place without written agreement from parent/carer and/or other professionals working with the family as appropriate. This intervention will only be used as part of a comprehensive package of support for the student where it is safe to do so; it will be reviewed regularly in partnership with the child, parent and any other relevant professionals working with the family.

In line with our Local Authority guidance, we will notify the Attendance Team of all part-time timetables as soon as a plan has been agreed.

## 5.7 National Framework for Penalty Notices

There is now a single consistent national threshold for when a penalty notice must be considered by all schools in England, of 10 sessions (usually equivalent to 5 school days) of unauthorised absence within a rolling 10 school week period. The 10 sessions of absence do not have to be consecutive and can be made up of a combination of any type of unauthorised absence (G, O and/or U coded within the school's registers). The 10-school week period can span different terms, school years or education settings.

Sanctions may include issuing each parent (for each child) with a Penalty Notice for £160, reduced to £80 if paid within 21 days (for the first offence). A second Penalty Notice issued within a three-year period will result in a fine of £160 per parent, per child. If a third offence is committed the matter may be referred to the local authority for consideration of prosecution via the Magistrates Court. If prosecution is instigated for irregular school attendance, each parent may receive a fine of up to £2500 and/or up to 3 months in prison. If a parent is found guilty in court, they will receive a criminal conviction.

For further information see RBWM's Conduct for issuing fixed penalties regarding school attendance.

**There is no entitlement in law for students to take time off during the term to go on holiday or other absence for the purpose of leisure or recreation, or to take part in protest activity in school hours.** In addition, the Supreme Court has ruled that the definition of regular school attendance is "in accordance with the rules prescribed by the school."

We will work with parents and the Local Authority to ensure that parents are supported to secure education for children of compulsory school age. Where required, we will formalise support and where necessary, work with the LA to use legal measures.

## 6. Deletions from the Register

At St Peter's C of E Middle School, we will add and will only delete students from our school roll in line with the Student Registration Regulations. In most circumstances, we will know in advance about students leaving our school; this will be planned and discussed with the parent in advance of the student leaving. At our school we will always work with families to gain information about the student's next school and/or address before the student leaves to reduce the risk of students becoming a child missing education through lack of shared information.

We follow RBWM's Child Missing Education procedures and will inform the Children Missing Education Team of all removals from our school roll no later than the date the child is removed in line with statutory responsibilities. If a child is removed from roll to home educate, we can only de-register the child if we receive, in writing, the parent's intention to educate their child other than at school. The student will be de-registered on receipt of such a letter and Name LA here will be informed of the removal from roll as outlined above.

St Peter's C of E Middle School will follow RBWM's [Children Missing Education procedures](#) when a student's whereabouts is unknown, the school will carry out joint enquiries with RBWM to establish the whereabouts of the child.

## 7. Related Policies

To underpin the values and ethos of our school and our intent to ensure that students at our school attend school regularly and reach their full potential the following policies are integral to this approach:

- safeguarding including child protection
- medical needs
- admissions
- suspensions and permanent exclusion
- special educational needs
- teaching and learning
- behaviour and anti-bullying

## 8. Statutory Framework

This policy has been devised in accordance with the following legislation and guidance:

[Working together to improve school attendance, DfE \(August 2024\)](#)

[The School Attendance \(Student Registration\) \(England\) Regulations 2024](#)

[Children missing education, DfE \(August 2024\)](#)

[Keeping children safe in education, DfE \(September 2024\)](#)

[Working together to safeguard children, DfE \(December 2023\)](#)

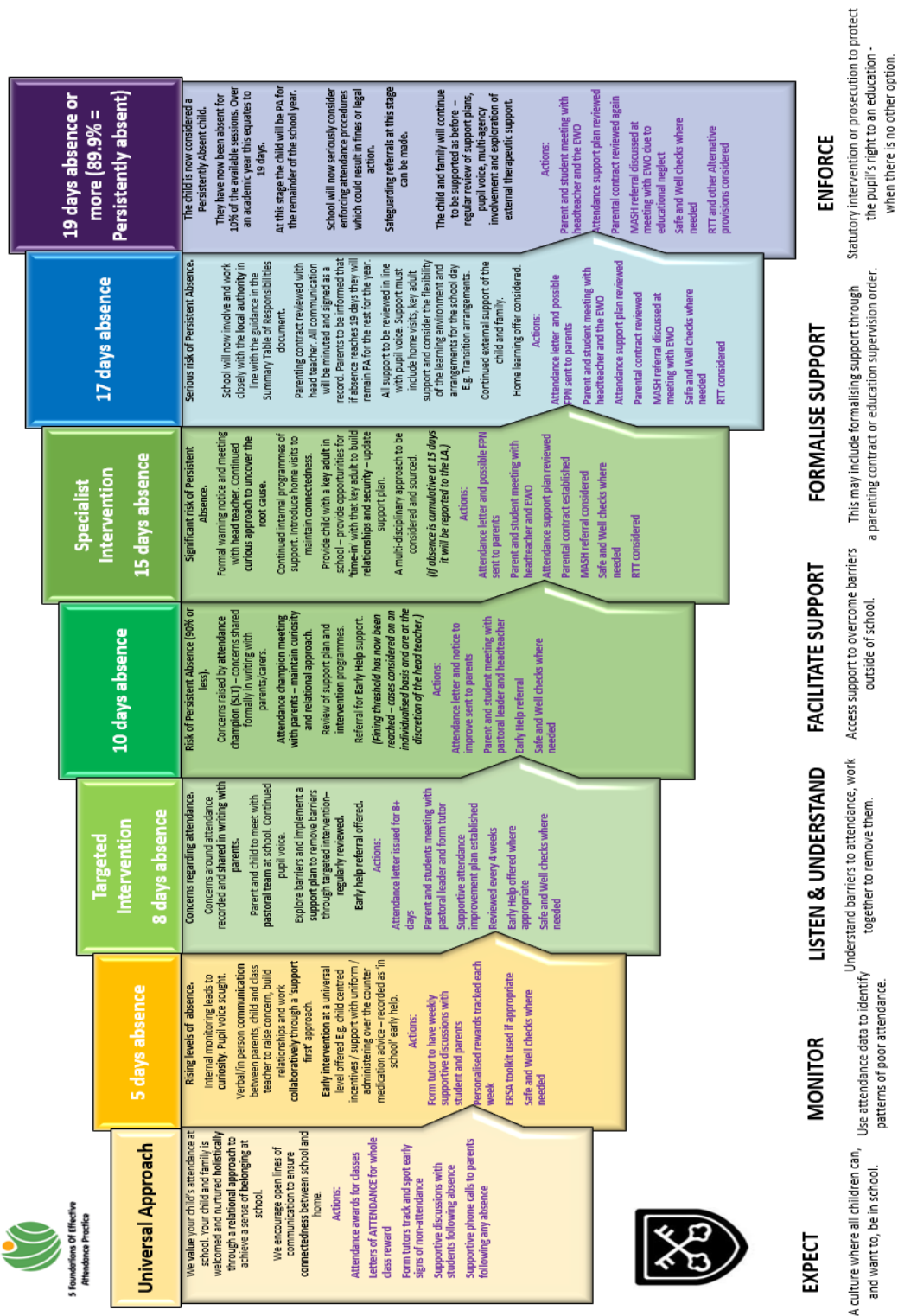
## 9. Appendices

The following pages contain appendices relevant to this policy.

# Appendix 1: RBWM (AfC) Advice and information regarding school attendance and penalty notices

<https://kr.afcinfo.org.uk/pages/community-information/information-and-advice/education-and-education-services/school-attendance#:~:text=In%20the%20case%20of%20non,Act%201996%20can%20be%20taken.>

## Appendix 2: The Graduated Approach



# Appendix 3: Attendance Policy Quick Guide for Parents

## Attendance Policy Quick Guide for Parents

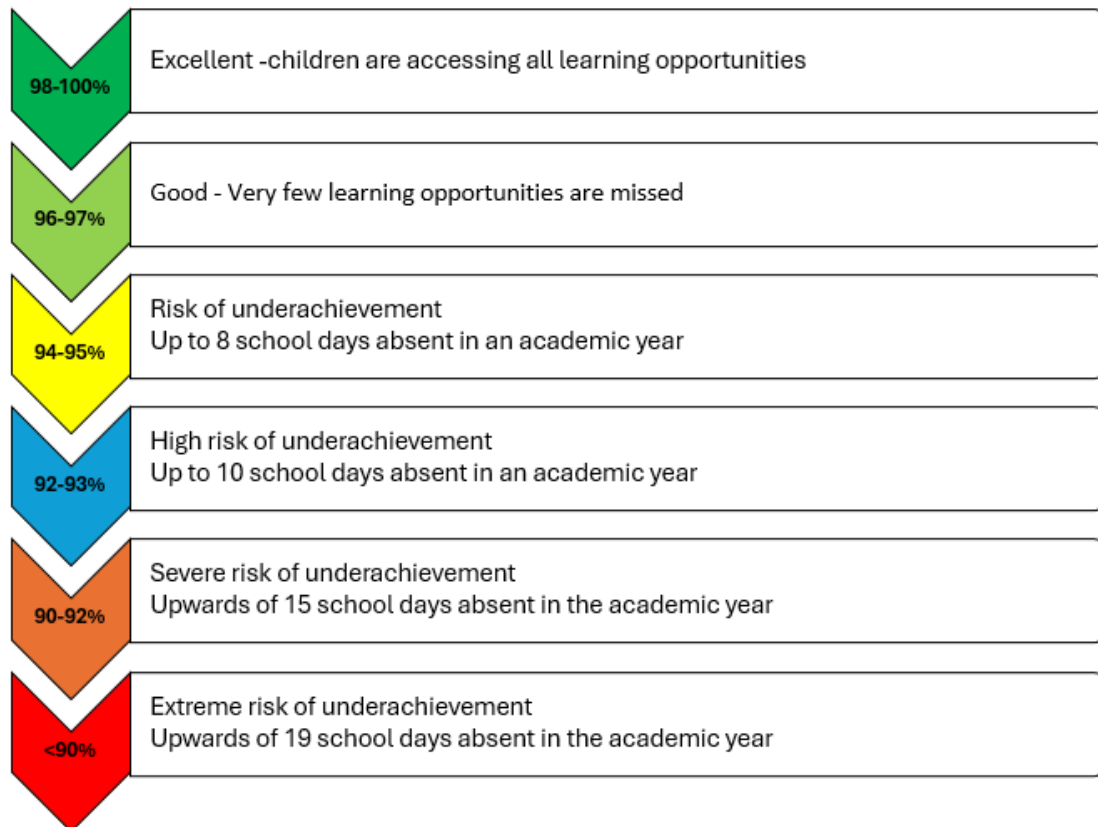
The name and contact details of the school staff member students and parents should contact about attendance on a day-to-day basis is:

Name:	School Office
Telephone number	01753 866253
Email address	<a href="mailto:office@st-petersoldwindsor.org.uk">office@st-petersoldwindsor.org.uk</a>

**We expect students to attend school for 100% of the academic year. You can support your child to have excellent attendance by taking these steps:**

- Ensure your child arrives on time for school every day and is ready to learn. Arriving after registration is recorded as an unauthorised absence. Students must be in school by 8:25am.
- Avoid taking holidays during term time.
- If your child appears to be only slightly ill, send them to school. We have staff who will contact you if their condition deteriorates.
- Book any medical appointments outside of school hours. If this is unavoidable, please book for as late in the afternoon as possible and inform the school of appointments in advance.
- Supply a copy of the appointment card or hospital letter if your child has an appointment during school hours.

If your child becomes reluctant to go to school or you need help, please contact the school immediately; we are more likely to be able to work together to solve any problems if we act early.



### ‘On the day ’absences: what should I do if my child is not ‘fit ’to go into school?

On each day your child is unfit to come to school, please report this absence by 8:30am using the absence line on the school number 01753 866253 to let us know. In the message you must leave your child’s full name, year and tutor group and give the specific reason for absence. The information you give will be recorded on our official register.

### Leave of Absence

There may be exceptional circumstances where you need to request a leave of absence for your child. The request should be submitted in advance of the leave of absence, via [office@st-petersoldwindsor.org.uk](mailto:office@st-petersoldwindsor.org.uk). You will receive a response in writing, to advise if the request has been granted or declined.

### Punctuality

Students are expected to arrive on time for school in the morning and for every lesson during the day. Your child is late to school if they are not on site in the appropriate entry area by 8:30am.

The Government remains very clear that no child should miss school apart from in exceptional circumstances and schools must continue to take steps to reduce absence to support children’s attainment. I hope we can count on your support in this matter.

Please contact Mr Eaton (KS2) or Mrs Young (KS3) if you require any support with ensuring your child’s regular school attendance.

<b>Senior Attendance Champion</b> , as referenced in the DfE Guidance Working together to improve attendance 2024	Alexandra Burke	Via school office <a href="mailto:office@st-petersoldwindsor.org.uk">office@st-petersoldwindsor.org.uk</a>
Attendance contacts on a day-to-day basis through <b>the office staff</b> or the <b>Well-Being Support Worker</b>	Office staff or Patricia Ambo if issues	Via the absence line on the school number 01753 866253 or school office <a href="mailto:office@st-petersoldwindsor.org.uk">office@st-petersoldwindsor.org.uk</a>
Contact your child’s <b>form tutor</b> or <b>pastoral leader</b> for more detailed support on attendance	Form Tutor David Eaton – KS2 Rebecca Young – KS3	Via school office <a href="mailto:office@st-petersoldwindsor.org.uk">office@st-petersoldwindsor.org.uk</a>