



One In A Million Free School

Attendance Policy

2024/27

All One In A Million Free School Policies have been devised to ensure that:

- OIAMFS core values are at the heart of all we do: compassion, honesty, integrity and excellence
- Students from all backgrounds and all abilities are welcome
- Each student has the opportunity to flourish and achieve or exceed their potential
- We value the individuality of each student within the context of membership of our community
- We are committed to raising educational attainment and improving our students' life chances
- We provide an environment in which all students will be self-aware, self disciplined and confident
- All students will understand how to make a positive contribution to our community
- We support academic, creative and personal achievement through our focus on Sport, the Arts and Enterprise.

Approved by: Full Governing Body; Jane Hobbs, Principal

Last reviewed: September 2024

Next review: September 2027

OIAMFS recognises the high correlation between achievement and attendance therefore, in order to achieve high levels of attendance at OIAMFS, there is a clearly defined process communicated to all stakeholders, to ensure that students and families understand the absolute importance of full attendance at school. Absence has a detrimental effect on a student's academic progress; indeed, it is the greatest determinant of under-achievement at all phases. Poor attendance or sporadic absences may also be an indicator of underlying issues that need resolving either inside or outside of the school. Absence may also mean that a young person is more vulnerable to safeguarding risks, such as sexual and criminal exploitation, including county lines activity. As such, our school invests time and money in working with families to make student attendance a top priority. As a School, we take our duty to safeguard children and our mission to challenge educational and social disadvantage seriously. Securing great attendance for all students is at the heart of our work. We work tirelessly to create a culture in our school where students want to attend and we see excellent attendance as a benchmark of our positive culture:

- The importance of good attendance is an integral part of the home/school agreement.
- There are clear procedures for the reporting of absence.
- The taking of holidays during the school terms is not authorised and will be recorded in the register as an unauthorised absence. Where family holidays or leave of absence are taken without the permission of the school, parent/carers can be given a Penalty Notice for periods of unauthorised holiday.
- SIMS (MIS system) is used to effectively monitor attendance at registration and lessons.
- Attendance figures are reported half termly/termly/annually and appropriate targets and interventions are implemented.
- Attendance figures are monitored on a regular basis.
- We work co-operatively with external agencies to deal with problems of irregular attendance.
- We maintain accurate records of all suspensions and, in accordance with statutory guidance, report them to the Governing Body and the LA. We take appropriate action to reduce these.
- We continue to monitor the attendance of all student cohorts (PP, SEND etc).

Scope and purpose

- To improve overall percentage attendance of students at school to 97%
- To make attendance and punctuality a priority for those associated with the school including: students parents, carers, staff and governors
- To reduce the number of Persistently Absent (PA) students to be at least in line with the national average
- To develop strategies to support Severe Absent (SA) students; engaging with parents/carers
- To create an environment in which students are enabled to become mature and hardworking, accepting responsibility for their own actions and preparing for future success.
- To form an active partnership with families to support the learning of their children.

- To ensure regular contact with students in order to safeguard their well-being.
- To provide every opportunity for our students to secure outstanding outcomes and reach their full potential.

We will also support parents/carers to perform their legal duty to ensure their children of compulsory school age attend regularly, and will promote and support punctuality in attending lessons.

The school will not apologise for relentlessly seeking solutions to the barriers that prevent students from attending the school every day. The school firmly believe that children should attend their educational setting every day.

Legislation and Guidance

This policy meets the requirements of the statutory guidance: [Working Together to Improve School Attendance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [School Attendance Parental Responsibility Measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

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

It also refers to:

[School census guidance](#)

[Keeping Children Safe in Education, 2024](#)

[Mental health issues affecting a pupil's attendance: guidance for schools](#)

This policy relates to other school policies and, in particular, the following:

- Anti-bullying
- Child Protection and Safeguarding
- Child Missing in Education
- Behaviour for Learning Roles and responsibilities

Our school will:

- accept that outstanding attendance is everyone's responsibility
- formally recognise good attendance and punctuality (above 97%)

- challenge attendance that is less than good and set targets for students to improve
- intervene when poor attendance / punctuality becomes a problem and before it becomes a habit
- follow up on any non-attendance with no contact on the first day of absence with a phone call and / or home visit
- deal sympathetically with any problem a student may have which is causing attendance / punctuality to decline and always stay in regular contact with parents / carers
- act swiftly to reduce absence, in particular persistent absence, with a specific focus on immediate support for vulnerable learners
- work actively with children and families to emphasise the benefits of high attendance; to instil and reinforce good habits of attendance from the start of Year
- ensure every child of statutory school age has access to full time education
- communicate a clear and transparent process around the management of attendance to families following the listed process: prevention and reward / recognition; support and challenge with punitive measures where necessary; and legal action and / or external agencies when other measures have no impact
- not grant extended leave during term time and will automatically refer to the Local Authority to fine
- involve other external agencies if we believe there could be wider safeguarding issues surrounding the child Parents/Carers will:
- ensure their child attends the school daily, be punctual and inform the school immediately if their child is absent
- ensure their child arrives on time, wearing the correct uniform and with the correct equipment
- inform the school of any hospital appointment in advance unavoidably scheduled during school time
- inform the school of any problems which might affect their child's attendance
- cooperate fully with the school if their child's attendance / punctuality is unsatisfactory
- make requests for special leave of absence for their child during term time by completing in advance an 'Application for Leave in Exceptional Circumstances' form which is available from the Pastoral Team

Students will:

- always attend the school unless prevented by a specific illness or unavoidable circumstances
- always arrive to the school and lessons on time, equipped, ready to learn
- follow correct procedure and sign in and out at reception when arriving late to school after the close of registers / when leaving school premises
- discuss problems which prevent them coming to school with their Form Tutor or Head of Year

Recording Attendance

Attendance register

We will keep an attendance register, and place all students onto this register. We will take our attendance register at the beginning of each mornings' and each lesson of each school day. It will mark whether every student is:

- Present
- Attending an approved off-site educational activity.
- Absent
- Unable to attend due to exceptional circumstances as defined by the DfE guidance

Any amendment to the attendance register will include:

- The original entry.
- The amended entry.
- 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.

We will keep every entry on the attendance register for at least 3 years after the date on which the entry was made.

Students must arrive in school by 8:15 am on each school day.

The register will be kept open until 8:30am.

The register for the second session will be taken by 13:45pm and will be kept open until 14:00pm.

Targets, attendance and punctuality

The target for all students is to achieve 100% attendance and 100% punctuality. The minimum expectation for all students is attendance over the academic year of 97%.

| Attendance during one school year: | Equivalent days: | Equivalent sessions: | Equivalent weeks: | Equivalent lessons missed: |
|------------------------------------|------------------|----------------------|-------------------|----------------------------|
| 95% | 9 days | 18 sessions | 2 weeks | 54 lessons |
| 90% | 19 days | 38 sessions | 4 weeks | 114 lessons |
| 85% | 29 days | 58 sessions | 6 weeks | 174 lessons |
| 80% | 38 days | 72 sessions | 8 weeks | 228 lessons |
| 75% | 48 days | 96 sessions | 10 weeks | 288 lessons |
| 70% | 57 days | 114 sessions | 11.5 weeks | 342 lessons |
| 65% | 67 days | 134 sessions | 13.5 weeks | 402 lessons |

The impact of poor attendance on academic progress

If a child misses school on a regular basis, they are damaging their future life choices. Nationally, it has been proven that children with poor attendance in primary school miss out on making the expected progress in vital literacy and numeracy skills, and find it difficult to catch up. In secondary school, 19 days' absence correlates, on average, to a grade at GCSE in all subjects.

Unplanned absence

The student's parent/carer must notify the school on the first day of an unplanned absence by 8:30 by calling 01274 723439 or as soon as practically possible.

We will mark absence due to illness as 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 the student's parent/carer 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 will be notified of this.

If your child is placed on Rapid Response then any absences will not be authorised without supporting evidence.

Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the student's parent/carer notifies the school in advance of the appointment. If you are aware that your child will be absent from the school – please write a note explaining the absence in your child's planner. Please inform the school as soon as possible if there are any matters that arise that may affect the attendance of your child.

We encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the student should be out of school for the minimum amount of time necessary.

The student's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence.

Leave of absence during term time

Leave of absence during term time is no longer permitted. Any extended absence from the school will be counted as unauthorised and will normally lead to a fixed penalty notice from the Local Authority. In order to avoid personal opinion and to ensure complete fairness for all, we refer all planned leave of absence to the authority.

Students who are late

Late to school is defined as students not being in registration when the register is taken. If a student arrives more than 15 minutes after the school day starts, then an unauthorised absence code of 'U' will be applied to the register. We ask that all students are in the school building no later than 10 minutes before the official start time so that they can get prepared and organised for the learning that day.

The Pastoral Team will send a text message to parents / carers informing them when their child is late. Lateness results in a same-day detention in line with the Behaviour For Learning Policy.

100% attendance is recognised in celebration assemblies and through certificates, letters and by reward points.

Persistent Absence (PA)

Any student who has an overall attendance of below 90% is considered to be in the persistent absence category.

Any student who is PA will be monitored and put on an action plan. The Education Welfare Officer / Pastoral Team will meet with students, and their families whose attendance cause concern. Where necessary, home visits are made. In situations of persistent truancy, a family may be fined.

Religious leave of absence

For a day set aside exclusively for religious observance, students will be granted one day for each occasion of religious observance with a maximum of 3 days over one academic year. These absences, if granted, will be recorded as authorised using the 'R' code. These are the codes as stipulated by the Department for Education and whilst absence is authorised, it does count against the child's attendance. This is the national policy.

Registration & Punctuality

Parents or carers of students who have patterns of lateness will be contacted to discuss the importance of good time keeping and how this might be achieved. If lateness persists parents or carers will be invited to attend the school and discuss the problem and support offered.

If support is not appropriate or is declined and a child has 10 or more sessions of unauthorised absence due to lateness recorded in any 10-week period, the school will issue parents with a Penalty Notice.

| Minutes lost each day | Days lost per school year |
|-----------------------|---------------------------|
| 5 minutes | 3 days |
| 10 minutes | 6.5 days |
| 15 minutes | 10 days |
| 20 minutes | 13 days |
| 30 minutes | 19 days |

Following up absence

Where any child we expect to attend school does not attend, or stops attending, the school will:

- Follow up on their absence with their parent/carer to ascertain the reason, by contacting the parent/carer as soon as possible. The school will endeavor to ensure that this takes place via a phone call.

- Ensure proper safeguarding action is taken where necessary.
- Identify whether the absence is approved or not.
- Identify the correct attendance code to use.

Reporting to parents/carers

The school will report a student's attendance during every report cycle.

If parents/carers or students require any support with their punctuality or attendance, they should contact the Head of Year.

Registers

The Register is a legal document which must be completed fully and on time at AM and PM registration and then for every lesson throughout the day. Should a student not be in registration, they should be marked absent; however, if form tutors are aware of any appointments elsewhere, in or out of school, these should be recorded using the relevant code. School follows the Department for Education guidance on the use of attendance codes and do not deviate from this.

If a member of staff suspects that a student is missing from the lesson, then they should notify the Pastoral Team and DSL immediately. Strategies for promoting high attendance

One In A Million Free School promotes a variety of strategies for high attendance. Strategies referred to in the DfE recently published papers are also used in order to maximise attendance and improve the life chances of all children: [Working Together to Improve School Attendance](#)

Outstanding achievement can only be achieved if it is recognised to be everyone's shared responsibility.

Governors will:

- Scrutinise attendance key performance indicators at their Board meeting four times a year (including elective home education, managed moves in and out, fixed term suspension and the use of alternative provision)
- hold the Principal to account for explaining patterns of attendance within school

The Principal will:

- scrutinise the use of attendance codes in school
- oversee decisions regarding elective home education and permanent suspension

The school leadership team will:

- form positive relationships with students and families
- ensure that there is a whole school approach which reinforces good attendance
- monitor the implementation of the Attendance Policy and ensure that the policy is reviewed annually

- comply with The Education (Pupil Registration) (England) Regulations 2024 amendments. and other attendance related legislation
- ensure that there is a named member of the school leadership team to lead on attendance and allocate sufficient time and resources
- return school attendance data to the Local Authority and the Department for Education as required and on time
- 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 and is then interpreted to devise solutions and to evaluate the effectiveness of interventions
- develop a multi-agency response to improve attendance and support students and their families
- proactively promote attendance practice as part of staff induction

Head of Year will:

- follow up on absence and lateness with students to identify barriers and reasons for absence
- contact parents and carers regarding absence and punctuality
- review Year Group attendance weekly to share data, identify issues, intervene early and help set targets
- periodically review practice and consistency both across and between Year Group
- actively promote the importance and value of good attendance to students and their families
- form positive relationships with students and families
- comply with the The Education (Pupil Registration) (England) Regulations 2024 amendments. and other attendance related legislation
- contribute to the evaluation of school strategies and interventions
- work with other agencies to improve attendance and support students and their families

Form Tutors/Class teachers will:

- be proactive in providing a positive ethos which places high value on attendance and punctuality
- model high levels of attendance and punctuality
- accurately mark their register using Sims during the first 10 minutes of the registration period/lesson
- Follow closely the school's attendance and lateness policies and procedures
- rehearse and reinforce attendance and punctuality expectations continually
- emphasise the importance of attendance and its impact on attainment
- promote the next lesson and the sequence of the lesson to motivate students to be in the classroom
- promote rewards and celebrate progress but continue to outline sanctions
- apply rewards and sanctions consistently
- review form or tutor group attendance weekly to share data, identify issues, intervene early and help set targets
- liaise with the pastoral team if they have concerns/queries about a student's attendance

- consider the individual needs and vulnerabilities of students
- actively promote the importance and value of good attendance to students and their families
- form positive relationships with students and families
- comply with The Education (Pupil Registration) (England) Regulations 2024 amendments. and other attendance related legislation
- contribute to the evaluation of school strategies and interventions

Attendance monitoring

The Pastoral team monitor child absence on a daily basis.

Families are expected to call the school in the morning if their child is going to be absent due to ill health (see above).

If a student's absence goes below 90%, the student will be formally monitored with family involvement.

The persistent absence threshold is 10%. If a student's individual overall attendance rate is greater than or equal to 10%, the child will be classified as a persistent absentee.

The school will monitor persistent absence and 'low attendance', (this is defined as overall absence being greater than or equal to 5%).

Student-level absence data is collected each half term by the School. The underlying school-level absence data is published alongside the national statistics. We compare our attendance data to the school average and apply appropriate intervention strategies.

Legal sanctions

Our school will work hard to engage with all our families to ensure that, where attendance of a student is a concern, appropriate support is identified and implemented, where appropriate and where possible. We expect that all families will engage positively with support and that attendance will improve as a result. However, as a last resort, the school will fine families for the unauthorised absence of their child

The school or local authority can fine parents/carers for the unauthorised absence of their child from school, where the child is of compulsory school age. The school is obligated to pass information about unauthorised absence to the local authority. This can lead to a fixed penalty notice issued from the authority. If issued with a fine, or penalty notice, each parent/carer must pay £80, per pupil within 21 days or £160 within 28 days. The payment must be made directly to the local authority. Fines are issued per pupil and per parent so in a family of four, you could receive up to four fixed penalty notices.

Penalty notices can be issued by a headteacher, local authority officer or the police.

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

- Whether the national threshold for considering a penalty notice has been met (10 sessions / 5 days 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 support, a notice to improve or other legal intervention would be more appropriate
- Whether any obligations the school has under the Equality Act 2010 make issuing a penalty notice inappropriate

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).

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

If a **second** penalty notice is issued to the same parent in respect of the same pupil, within a three year period, 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, schools will have to consider prosecution in a magistrates court and a potential fine of £2500 - as well as a possible criminal record for the parent.

Notices to improve

If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, school may offer a notice to improve to give parents a final chance to engage.

Notices to improve are issued in line with processes set out in the LA guidance. They will include:

- Details of the pupil's attendance record and of the offences
- The benefits of attendance and duty of parents under [section 7 of Education Act 1996](#)
- Details of the support provided so far
- Opportunities for further support, or previously provided support not engaged with
- A clear warning that a penalty notice may be issued if attendance doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis
- A clear timeframe of between 3 and 6 weeks for the improvement period
- The grounds on which a penalty notice may be issued before the end of the improvement period

Strategies for promoting high attendance (including Rapid Response):

The school provides a warm and welcoming environment for all students.

Students are greeted by Senior Leaders at the beginning of the school day.

High expectations are in place for all students.

School has a designated Attendance Champion on the Senior Leadership Team.

Achieving excellent rates of attendance is identified as an area for school improvement.

Form time, Assemblies and PSHE lessons promote and support high attendance.

Students receive a Form Tutor reward stamp at the end of form time if they are:

- on time;
- wearing the correct uniform;
- have the correct equipment.

These stamps contribute to the school's wider rewards strategy.

Form tutors reinforce attendance and punctuality expectations with their form.

Registers are taken at the beginning of every lesson.

The school organises an engaging Enrichment Programme which runs after school Monday – Thursday.

Students who achieve “excellent” attendance across a half term will be presented with a certificate, a “treat” and entered for the celebration attendance prize draw.

Students who achieve “excellent” attendance across a term will be invited to a VIP lunch.

Rapid Response System:

When a child's absence falls below 96% the following steps will be followed:

Attendance drops below 96% or 2 broken weeks in a half term LETTER 1



Further absence and attendance drops below 94%. LETTER 2 & PHONE CALL FROM A MEMBER OF THE ATTENDANCE TEAM



Further absence and attendance drops below 92%. LETTER 3 INCLUDING A LEAFLET ABOUT ATTENDANCE

PARENTS/CARERS MUST ATTEND A MEETING WITH A MEMBER OF THE ATTENDANCE TEAM.

AN ATTENDANCE SUPPORT PLAN IS CREATED

A HOME VISIT WILL BE ARRANGED IF THERE ARE SAFEGUARDING CONCERNS



Further absence and attendance drops below 90% START RAPID RESPONSE

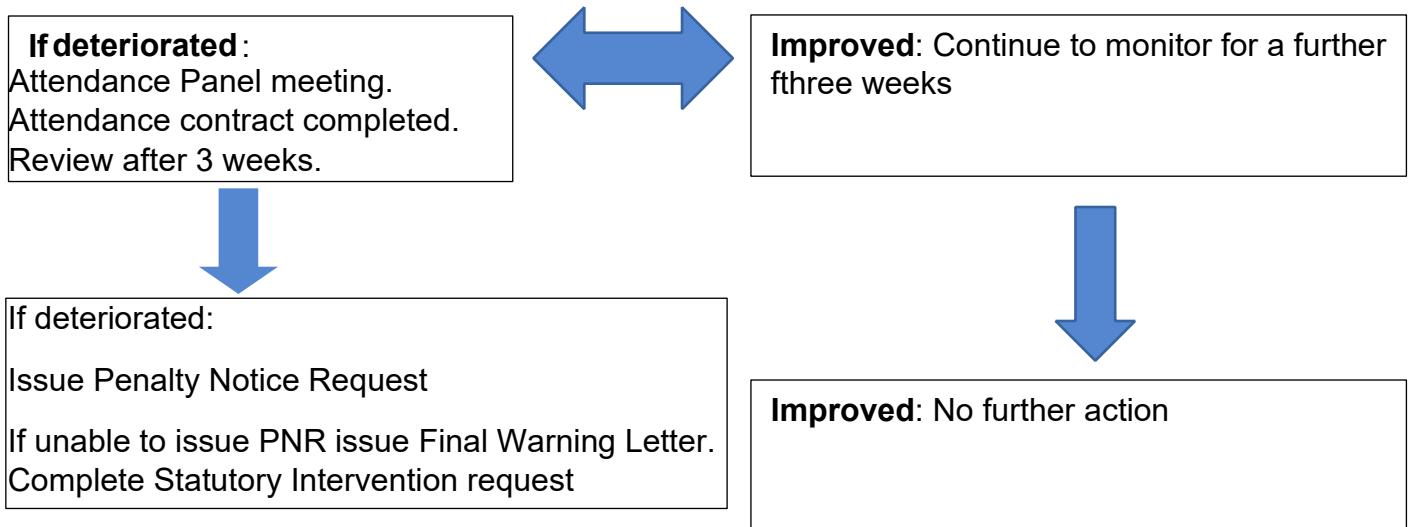
START OF RAPID RESPONSE:

Warning letter 1 issued

ATTENDANCE CONTRACT IS ISSUED

Placed on Rapid Response for three weeks

3 Week review to look at progress:



Appendix 1 – Attendance Coding

The following codes are taken from the DfE's guidance on school attendance.

| Code | Definition | Scenario |
|--|---|--|
| I | Present (am) | Pupil is present at morning registration |
| V | Present (pm) | Pupil is present at afternoon registration |
| L | Late arrival | Pupil arrives late before register has closed |
| Attending a place other than the school | | |
| K | Attending education provision arranged by the local authority | Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority |
| V | Attending an educational visit or trip | Pupil is on an educational visit/trip organised or approved by the school |
| P | Participating in a sporting activity | Pupil is participating in a supervised sporting activity approved by the school |
| W | Attending work experience | Pupil is on an approved work experience placement |
| B | Attending any other approved educational activity | Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience |

| | | |
|----------|-----------------|--|
| D | Dual registered | Pupil is attending a session at another setting where they are also registered |
|----------|-----------------|--|

Absent – leave of absence

| | | |
|-----------|---|--|
| C1 | Participating in a regulated performance or undertaking regulated employment abroad | Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school |
| M | Medical/dental appointment | Pupil is at a medical or dental appointment |
| J1 | Interview | Pupil has an interview with a prospective employer/educational establishment |
| S | Study leave | Pupil has been granted leave of absence to study for a public examination |
| X | Not required to be in school | Pupil of non-compulsory school age is not required to attend |
| C2 | Part-time timetable | Pupil is not in school due to having a part-time timetable |
| C | Exceptional circumstances | Pupil has been granted a leave of absence due to exceptional circumstances |

Absent – other authorised reasons

| | | |
|----------|---|---|
| T | Parent travelling for occupational purposes | Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes |
|----------|---|---|

| | | |
|----------|---|---|
| R | Religious observance | Pupil is taking part in a day of religious observance |
| I | Illness (not medical or dental appointment) | Pupil is unable to attend due to illness (either related to physical or mental health) |
| E | Suspended or excluded | Pupil has been suspended or excluded from school and no alternative provision has been made |

Absent – unable to attend school because of unavoidable cause

| | | |
|-----------|---------------------------------------|--|
| Q | Lack of access arrangements | Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school |
| Y1 | Transport not available | Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available |
| Y2 | Widespread disruption to travel | Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency |
| Y3 | Part of school premises closed | Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open |
| Y4 | Whole school site unexpectedly closed | Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather) |

| | | |
|--------------------------------------|---|--|
| Y5 | Criminal justice detention | <p>Pupil is unable to attend as they are:</p> <ul style="list-style-type: none"> · In police detention · Remanded to youth detention, awaiting trial or sentencing, or · Detained under a sentence of detention |
| Y6 | Public health guidance or law | Pupil's travel to or attendance at the school would be prohibited under public health guidance or law |
| Y7 | Any other unavoidable cause | To be used where an unavoidable cause is not covered by the other codes |
| Absent – unauthorised absence | | |
| G | Holiday not granted by the school | Pupil is absent for the purpose of a holiday, not approved by the school |
| N | Reason for absence not yet established | Reason for absence has not been established before the register closes |
| O | Absent in other or unknown circumstances | No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence |
| U | Arrived in school after registration closed | Pupil has arrived late, after the register has closed but before the end of session |
| Administrative codes | | |

| | | |
|---|---|--|
| Z | Prospective pupil not on admission register | Pupil has not joined school yet but has been registered |
| # | Planned whole-school closure | Whole-school closures that are known and planned in advance, including school holidays |

Appendix 2 - Removing Barriers Flowchart

(from Working Together to Improve School Attendance)

Successfully treating the root causes of absence and removing barriers to attendance, at home, in school or more broadly requires schools and local partners to work collaboratively in partnership with, not against families. All partners should work together 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.

Formalise support

Where absence persists and voluntary support is not working or not being engaged with, partners should work together to explain the consequences clearly and ensure support is also in place to enable families to respond. Depending on the circumstances this may include formalising support through an attendance contract or education supervision order.

Enforce

Where all other avenues have been exhausted and support is not working or not being engaged with, enforce attendance through statutory intervention: a penalty notice in line with the National Framework or prosecution to protect the pupil's right to an education.

Monitoring, Evaluation and Review

The Governing Body will review and amend this policy and procedure at least annually or as required by:

- Changes in legislation
- Changes in guidelines from advisory bodies
- The effectiveness of the policy