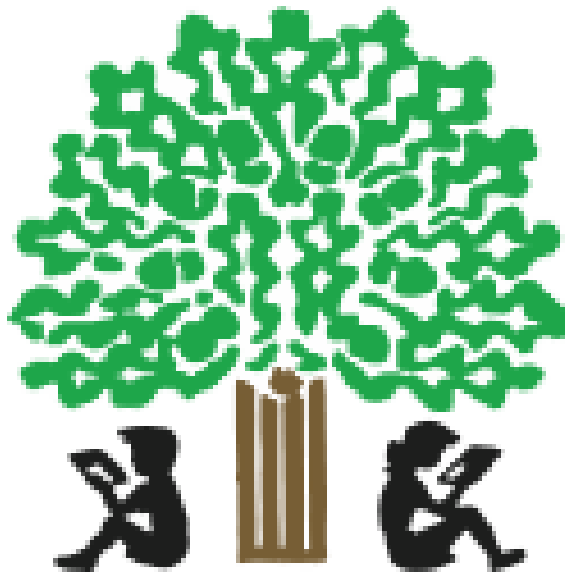


Misterton Primary and Nursery School

Attendance and Absence Policy



Date reviewed: September 2026

Reviewed by: Jane Cappleman-Jackson (Headteacher)

Approved by: Governing Body

Next review: September 2027

Contents:

Statement of intent

1. [Legal framework](#)
2. [Roles and responsibilities](#)
3. [Definitions](#)
4. [Attendance expectations](#)
5. [Absence procedures](#)
6. [Attendance register](#)
7. [Authorising parental absence requests](#)
8. [SEND- and health-related absence](#)
9. [Leave during lunch times](#)
10. [Unauthorised absence](#)
11. [Absent pupils](#)
12. [Attendance intervention](#)
13. [Working with parents to improve attendance](#)
14. [Persistent absence \(PA\)](#)
15. [Legal intervention](#)
16. [Monitoring and analysing absence](#)
17. [Training of staff](#)
18. [Monitoring and review](#)

Appendices

- A. [Attendance Monitoring Procedures](#)
- B. [Request for Leave of Absence Form](#)

Statement of intent

Misterton Primary and Nursery School believes that in order to facilitate teaching and learning, good attendance is essential. Pupils cannot achieve their full potential if they do not regularly attend school.

We understand that barriers to attendance are complex, and that some pupils find it harder than others to attend school; therefore, we will continue to prioritise our Take Care School being a safe and supportive environment at school, as well as strong and trusting relationships with pupils, Parents and Carers.

We take a whole-school approach to securing good attendance, and recognise the impact that our efforts in other areas – such as the curriculum, behaviour standards, bullying, SEND support, pastoral support, and the effective use of resources such as pupil premium – can have on improving pupil attendance.

We are committed to:

- Promoting and modelling high attendance and its benefits.
- Ensuring equality and fairness for all.
- Ensuring this attendance policy is clear and easily understood by staff, pupils and parents.
- Intervening early and working with other agencies to ensure the health and safety of our pupils.
- Building strong relationships with families to overcome barriers to attendance.
- Working collaboratively with other schools in the area, as well as other agencies.
- Ensuring parents follow the framework set in section 7 of the Education Act 1996, which states that the parent of every child of compulsory school age shall cause them to receive efficient full-time education suitable to their age, ability and aptitude, and to any SEND they may have, either by regular attendance at school or otherwise.
- Regularly monitoring and analysing attendance and absence data to identify pupils or cohorts that require more support.

1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- DfE (2026) Keeping Children Safe in Education
- The Education (Penalty Notices) (England) (Amendment) Regulations 2024.
- Education Act 1996
- Equality Act 2010
- The Education (Pupil Registration) (England) Regulations 2006 (As amended)
- The Children (Performances and Activities) (England) Regulations 2014
- Children and Young Persons Act 1963
- DfE (2024) 'Working together to improve school attendance'
- DfE (2023) 'Keeping children safe in education (KCSIE) 2023'
- DfE (2016) 'Children missing education'
- DfE (2023) 'Providing remote education'
- DfE (2024) 'Summary table of responsibilities for school attendance'

This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- Complaints Procedures Policy
- Relational Policy
- SEND Policy
- Supporting Pupils with Medical Conditions Policy
- Children Missing Education Policy

2. Roles and responsibilities

The governing body has overall responsibility for:

- Monitoring the implementation of this policy and all relevant procedures across the school.
- Promoting the importance of good attendance through the school's ethos and policies.
- Arranging attendance training for all relevant staff that is appropriate to their role.
- Working with the SLT to set goals for attendance and providing support and challenge around delivery against those goals.
- Regularly reviewing attendance data.

- Ensuring that this policy, as written, does not discriminate on any grounds, including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the school's Complaints Procedures Policy.
- Having regard to KCSIE when making arrangements to safeguard and promote the welfare of children.
- Ensuring there is a Children Missing Education Policy in place and that this is regularly reviewed and updated.
- Ensuring school staff receive adequate training on attendance.

The Headteacher is responsible for:

- The day-to-day implementation and management of this policy and all relevant procedures across the school.
- Ensuring that every pupil has access to full-time education and will act as early as possible to address patterns of absence. Ensuring attendance data is analysed regularly.
- Ensuring attendance support is provided at the earliest opportunity.
- Working with the local authority and relevant services through the "support first" framework set out in Working Together to Improve School Attendance

Staff are responsible for:

- The overall strategic approach to attendance in school.
- Developing a clear vision for improving attendance.
- Following this policy and ensuring pupils do so too.
- Ensuring this policy is implemented fairly and consistently.
- Modelling good attendance behaviour.
- Using their professional judgement and knowledge of individual pupils to inform decisions as to whether any welfare concerns should be escalated.
- Where designated, taking the attendance register at the relevant times during the school day.

The Head teacher is responsible for:

- Working to achieve the school's vision for improving attendance.
- Monitoring attendance and the impact of interventions.
- Analysing attendance data and identifying areas of intervention and improvement.
- Communicating with pupils and parents with regard to attendance.
- Leading a compassionate approach when listening to parents and pupils regarding barriers to attendance.
- Following up on incidents of persistent poor attendance.

- Enforcing attendance through statutory interventions in cases of persistent poor attendance where other supports have not succeeded.

Pupils are responsible for:

- Attending their lessons and any agreed activities when at school.
- Arriving punctually to lessons when at school.
- Following any support provided by the school to improve attendance.

Parents and Carers are responsible for:

- Providing accurate and up-to-date contact details.
- Providing the school with more than one emergency contact number.
- Updating the school if their details change.
- The attendance of their children at school.
- Promoting good attendance with their children.
- Proactively engaging with any attendance support offered by the school and the Local Authority (LA).
- Notifying the school as soon as possible when their child has to be unexpectedly absent.
- Requesting leave of absence only in exceptional circumstances, and in advance.
- Booking any medical appointments around school where possible.

3. Definitions

The following definitions apply for the purposes of this policy:

Absence:

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

Authorised absence:

- 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

Unauthorised absence:

- Parents keeping children off school unnecessarily or without reason
- Absences due to Parents and Carers appointments
- Absences which have never been properly explained
- Arrival at school after the register has closed

- Absence due to shopping, looking after other children or birthdays
- Absence due to day trips and holidays in term-time which have not been agreed
- Leaving school for no reason during the day

Persistent Absence (PA): attendance of 90% or below.

Severe Absence (SA): attendance of 50% or below.

The school will monitor and support pupils identified within either group in accordance with DfE guidance.

- Missing 10 percent or more of schooling across the year for any reason

Missing education

- Not registered at a school and not receiving suitable education in a setting other than a school

4. Attendance expectations

The school promotes an attendance target of at least 96%. However, attendance concerns will be considered on an individual basis. The school recognises that some pupils, particularly those with SEND, medical conditions, mental health needs or other vulnerabilities, may require adjusted support strategies in line with DfE guidance.

Pupils will be expected to attend school punctually every day they are required to be at school, for the full day.

The school day starts at 8:45am, and there is a 10-minute window that allows for children to be dropped off, meaning all pupils will be in their classroom, ready to begin lessons by 8:55am. Any child that arrives after 8:55am will need to enter school via the school office so they can be signed in by an adult.

Registers will be taken as follows throughout the school day:

- The morning register will be marked by 8:55am. Pupils will receive a late mark if they are not in their classroom by this time. Pupils attending after this time will receive a mark to show that they were on site, but this will count as a late mark
- The morning register will close at 9:15am. Pupils will receive a mark of late after register closed (an unauthorised absence) if they do not attend school before this time.
- The afternoon register will be marked by 1pm

Parents/Carers and pupils will be encouraged to communicate any concerns related to attendance and absence as soon as possible.

5. Absence procedures

Parents will be required to contact the school office via telephone, or email before 9:15am on each day of their child's absence – they will be expected to provide an explanation for the absence and an estimation of how long the absence will last, e.g. one school day.

Where a pupil is absent, and their parent has not contacted the school by the close of the morning register (9:15am) to report the absence, administrative staff will contact the parent by an Arbor in app message as soon as is practicable on the first day that they do not attend school.

The school will always follow up any absences in order to:

- Ascertain the reason for the absence.
- Ensure the proper safeguarding action is being taken.
- Identify whether the absence is authorised or not.
- Identify the correct code to use to enter the data onto Arbor.

In the case of persistent absence, arrangements will be made for parents to speak to the Head Teacher. The school will liaise with the LA where necessary regarding pupils who fail to attend regularly, or who have missed 10 school days or more without authorisation.

In the case of a pupil's attendance falling below 96%, the school's expected level of attendance, the [attendance monitoring procedures](#) will commence.

6. Attendance register

The school will use the attendance and absence codes specified by the Department for Education and ensure they are applied in accordance with current statutory guidance and Arbor MIS requirements. The code list will be reviewed annually to ensure compliance with national guidance.

The school uses Arbor to keep attendance registers to ensure they are as accurate as possible and can be easily analysed and shared with the appropriate authorities.

Designated staff members will take the attendance register at the start of each school day and at the start of the afternoon session. This register will record whether pupils are:

Pupils who are absent from school but are receiving remote education for any reason will be marked as absent in the register.

7. Authorising parental absence requests

Parents will be required to request certain types of absence in advance. All requests for absence will be handled by the head teacher – the decision to grant or refuse the request will be at the sole discretion of the head teacher, taking the best interests of the pupil and the impact on the pupil's education into account. The head teacher's decision is not subject to appeal; however, the school will be sympathetic to requests for absence by parents, and will not deny any request without good reason.

Leave of absence

The law states that you do not have the right to take your child out of school during term time.

The national threshold for considering a penalty notice is normally met when there are **10 sessions of unauthorised absence within a rolling 10-school-week period**, including unauthorised leave during term time.

Regulations make it clear that head-teachers may not grant leave of absence during term time unless there are exceptional circumstances.

If the school refuses your application and you still take your child out of school the absence will be treated as unauthorised.

Unauthorised absences will lead to a Penalty Notice or Summons being issued against you.

If an absence is not authorised by the school, the pupil's attendance is deemed to be irregular. Under section 444 of the Education Act 1996, if a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly, his/her parent/carer(s) are guilty of an offence. Please also note that if you have more than one child, each child's irregular attendance is dealt with as a separate matter.

The Local Authority may take formal action against you for failure to comply with the law. Penalty notices are issued as an alternative to prosecution, but may not be issued if prosecution is considered to be a more appropriate response to the attendance issues.

The school will only grant a pupil a leave of absence in exceptional circumstances. In order to have requests for a leave of absence considered, the school will expect parents to contact the head teacher in writing at least two weeks prior to the proposed start date of the leave of absence, providing the reason for the proposed absence and the dates during which the absence would be expected to occur, using the [Request for Leave of Absence Form](#).

Any requests for leave during term time will be considered on an individual basis and the pupil's previous attendance record will be taken into account. Where the absence is granted, the head teacher will determine the length of time that the pupil can be away from school. The school is not likely to grant leaves of absence for the purposes of family holidays.

If term-time leave is not granted, taking a pupil out of school will be recorded as an unauthorised absence and may result in sanctions, such as a penalty notice. The school cannot grant leaves of absence retrospectively; therefore, any absences that were not approved by the school in advance will be marked as unauthorised.

Illness and healthcare appointments

Parents will be expected to make medical or dental appointments outside of school hours wherever possible. Where this is not possible, parents will be expected to obtain approval for their child's absence to attend such appointments as far in advance as is practicable. Parents will be responsible for ensuring their child misses only the amount of time necessary to attend the appointment.

Performances and activities, including paid work

The school will ensure that all pupils engaging in performances or activities, whether they receive payment or not, which require them to be absent from school, understand that they will be required to obtain a licence from the LA which authorises the school's absence(s).

Additional arrangements will be made by the school for pupils engaging in performances or activities that require them to be absent from school to ensure they do not fall behind in their education – this may involve private teaching. These arrangements will be approved by the LA who will ensure that the arrangements are suitable for the pupil.

The pupil will receive education that, when taken together over the term of the licence, amounts to a minimum of three hours per day that the pupil would be required to attend a school maintained by the LA issuing the licence. This requirement will be met by ensuring a pupil receives an education:

- For not less than six hours a week; and
- During each complete period of four weeks (or if there is a period of less than four weeks, then during that period), for periods of time not less than three hours a day; and
- On days where the pupil would be required to attend school if they were attending a school maintained by the LA; and
- For not more than five hours on any such day.

Where a licence has been granted by the LA and it specifies dates of absence, no further authorisation will be needed from the school. Where an application does not

specify dates, and it has been approved by the LA, it is at the discretion of the head teacher to authorise the leave of absence for each day. The head teacher will not authorise any absences which would mean that a pupil's attendance would fall below 96%. Where a licence has not been obtained, the head teacher will not authorise any absence for a performance or activity.

Religious observance

Parents will be expected to request absence for religious observance at least two weeks advance.

The school will only accept requests from parents for absence on grounds of religious observance for days that are exclusively set apart for religious observance by the relevant religious body. The school will define this as a day where the pupil's parents would be expected by an established religious body to stay away from their employment to mark the occasion.

The school may seek advice from the religious body in question where there is doubt over the request.

Gypsy, Roma and Traveller absence

Where a pupil's parent belongs to a community covered by this code and is travelling for occupational purposes, the parent will be expected to request a leave of absence for their child at least two weeks in advance. Absences will not be granted for pupils from these communities under this code for reasons other than travel for occupational purposes.

8. SEND- and health-related absences

The school recognises that pupils with SEND and/or health conditions, including mental health issues, may face greater barriers to attendance than their peers, and will incorporate robust procedures to support pupils who find attending school difficult.

In line with the SEND Policy and Supporting Pupils with Medical Conditions Policy, the school will ensure that reasonable adjustments are made for pupils with disabilities to reduce barriers to attendance, in line with any Education, Health and Care (EHCP) plans or Individual Healthcare Plans (IHPs) that have been implemented. The school will secure additional support from external partners to help bolster attendance where appropriate.

Where the school has concerns that a pupil's non-attendance may be related to their mental health issues, parents will be contacted to discuss the issue and whether there are any contributory factors to their child's lack of attendance. Where staff have a mental health concern about a pupil that is also a safeguarding concern, they will

inform the Designated Safeguarding Lead (DSL) and the Child Protection and Safeguarding Policy will be followed.

If a pupil is unable to attend school for long periods of time due to their health, the school will:

- Inform the LA if a pupil is likely to be away from the school for more than 15 school days.
- Provide the LA with information about the pupil's needs, capabilities and programme of work.
- Help the pupil reintegrate at school when they return.
- Make sure the pupil is kept informed about school events and clubs.
- Encourage the pupil to stay in contact with other pupils during their absence.

The school will incorporate an action plan to help any pupils with SEND and/or health issues cope with the stress and anxiety that attending school may cause them. Such plans will be regularly monitored and reviewed until the pupil is attending school as normal and there has been signs of significant improvement.

To support the attendance of pupils with SEND and/or health issues, the school will consider:

- Holding termly meetings to evaluate any implemented reasonable adjustments.
- Incorporating a pastoral support plan.
- Carrying out strengths and difficulties questionnaire.
- Identifying pupils' unmet needs through the Common Assessment Framework.
- Using an internal or external specialist.
- Enabling a pupil to have a reduced timetable.
- Ensuring a pupil can have somewhere quiet to spend lunch and breaktimes.
- Implementing a system whereby pupils can request to leave a classroom if they feel they need time out.
- Temporary late starts or early finishes.
- Phased returns to school where there has been a long absence.
- Small group work or one-to-one lessons.
- Tailored support to meet their individual needs.

9. Leave during lunch times

Parents may be permitted to take their child away from the school premises during lunch times with permission from the head teacher – it is at the head teacher's discretion as to whether a pupil will be allowed to leave the premises.

Parents will submit a written request, outlining the reasons for their child to leave the premises during lunch time – this request will be submitted to the head teacher. The head teacher will consider the request and will invite the parent into the school for a discussion regarding any concerns, as well as the timely return of their child at the end

of lunch time and their child's behaviour when not on the school premises. The head teacher reserves the right to grant or refuse a request and will inform the parent in writing of their decision within one week of the request.

Pupils will leave the school premises within 10 minutes of the start of lunch and will return no later than 5 minutes before the end of lunch.

Parents will be required to meet their child at the school office when taking them off the premises – the pupil will be signed out and back in using the signing in device at the school office. A member of staff will be available at the school office before the pupil leaves the premises and upon their return to sign them back in. No pupil will leave the premises before the member of staff at the school office has given their permission.

The head teacher reserves the right to withdraw their permission at any time – this may occur, for example, where there are attendance concerns. Any decision to withdraw permission will be in writing, explaining the reasons for the head teacher's decision. If permission is withdrawn, parents will not be entitled to appeal the decision. Parents will be able to withdraw their request at any time – the request will be submitted in writing to the head teacher.

10. Unauthorised absence

Unauthorised absence, will be considered as any absence of part, or all, of one or more days from school, during which the school has not been notified of the cause behind such absence.

All staff will be actively engaged in supporting the regular attendance of pupils, and understand the importance of continuity in each pupil's learning.

All pupils are expected to be in their classes by 8:55am, where the teacher will record the attendance electronically. Any pupil with permission to leave the school during the day must sign out at the school office and sign back in again on their return.

Immediate action will be taken when there are any concerns that a pupil might have an unexplained unauthorised absence. If this is suspected, the Headteacher is notified, and they will contact the parent in order to assess the reasons behind the pupil not attending school.

The following procedures will be taken in the event of an unauthorised absence:

- Contact will be made to establish the reason for absence.
- A letter of warning will be sent to the parents of the pupil, informing them of the unexplained unauthorised absence and stating that any future occurrences could result in further action being taken.
- If further unauthorised absences occur then the school will consider issuing a penalty notice

- A penalty notice will be issued where there is overt unauthorised absences, inappropriate parentally-condoned absence, excessive holidays in term-time and persistent late arrival at school.

The DSL will be involved where an instance of absences may be linked to a safeguarding concern. Any safeguarding concerns will be dealt with in line with the Child Protection and Safeguarding Policy.

11. Attendance intervention

In order to ensure the school has effective procedures for managing absence, the Headteacher, supported by the SLT, will:

- Establish a range of evidence-based interventions to address barriers to attendance.
- Monitor the implementation and quality of escalation procedures and seek robust evidence of the escalation procedures that work.
- Attend or lead attendance reviews in line with escalation procedures.
- Establish robust escalation procedures which will be initiated before absence becomes a problem by:
 - Ensuring meetings between the parents and class teacher are held.
 - Sending letters to parents.
 - Organising formal meetings with the Headteacher.
 - Having regular reviews with parents and pupils.
 - Engaging with LA attendance teams.
 - Creating bespoke actions and targets for families.
 - Using penalty notices.

The school will use attendance data, in line with the '[Monitoring and analysing absence](#)' section of this policy, to develop specific strategies to improve attendance where patterns of absence are emerging. These strategies will be developed on a case-by-case basis, and will consider the particular needs of the pupils whom the intervention is designed to target.

Certain events that take place during the school year will be considered a privilege. The school have the right to remove these privileges for attendance-related reasons when necessary. Any decision to remove privileges will be taken on a case-by-case basis and will often be linked to a pupil's attendance plan.

12. Working with parents to improve attendance

The school will work to cultivate strong, respectful relationships with parents and families to ensure their trust and engagement. Open and honest communication will be maintained with pupils and their families about the expectations of school life, attendance and performance so that they understand what to expect and what is

expected of them. The school will liaise with other agencies working with pupils and their families to support attendance, e.g. social services.

The school will ensure that there are two sets of emergency contact details for each pupil wherever possible to ensure the school has additional options for getting in touch with adults responsible for a pupil where the pupil is absent without notification or authorisation.

The school will ensure that parents are aware of their legal duty to ensure that their child attends school regularly and to facilitate their child's legal right to a full-time education – parents will be made aware that this means their child must attend school every day that it is open, except in certain circumstances, e.g. sickness or absences that have been authorised by the head teacher in advance. The school will regularly inform parents about their child's levels of attendance, absence and punctuality, and will ensure that parents are aware of the benefits that regular attendance at school can have for their child educationally, socially and developmentally.

If a pattern of absence becomes problematic, the Family Team will work collaboratively with the pupil and their parents to improve attendance by addressing the specific barriers that prevent the pupil from being able to attend school regularly. The school will always take into consideration the sensitivity of some of the reasons for pupil absence and will approach families to offer support rather than immediately reach for punitive approaches.

Where these barriers are related to the pupil's experience in school, e.g. bullying, the Family Team will work with the head teacher and any relevant school staff, e.g. the DSL and SENCO, to address this. Where the barriers are outside of the school's control, e.g. they are related to issues within the pupil's family, the Attendance Team will liaise with any relevant external agencies or authorities, e.g. children's social care or the LA, and will encourage parents to access support that they may need.

13. Persistent absence (PA)

There are various groups of pupils who may be vulnerable to high absence and PA, such as:

- Children in need
- Children in Care
- Young carers
- Pupils who are eligible for FSM
- Pupils with EAL
- Pupils with SEND
- Pupils who have faced bullying and/or discrimination

The school will use a number of methods to help support pupils at risk of PA to attend school. These include:

- Offering catch-up support to build confidence and bridge gaps.
- Meeting with pupils to discuss patterns of absence, barriers to attendance, and any other problems they may be having.
- Establishing plans to remove barriers and provide additional support.
- Leading weekly check-ins to review progress and the impact of support.
- Making regular contact with families to discuss progress.
- Assessing whether an EHCP plan or IHP may be appropriate.
- Considering what support for re-engagement might be needed, including for vulnerable groups.

Where a pupil at risk of PA is also at increased risk of harm, the school will work in conjunction with all relevant authorities, e.g. social services, to support the pupil in line with the school's duty of care. The school will also bear in mind that the continuation of severe PA following intervention may, in itself, constitute neglect, and will escalate any concerns in this regard in line with the Child Protection and Safeguarding Policy.

14. Legal intervention

The school will allow sufficient time for attendance interventions and engagement strategies to improve pupils' attendance; however, where engagement strategies to improve attendance have not had the desired effect after the period of time set, the Head teacher will consider:

- Extending the monitoring period.
- Changing the interventions and/or engagement strategies.
- Working with the LA to put a parenting contract or an education supervision order in place.
- Engaging children's social care where there are safeguarding concerns.

Where the above measures are not effective, the Head teacher may decide to issue a penalty notice in line with Nottinghamshire County Council's Code of Conduct.

Where attendance still does not improve following a penalty notice, the school will work with the LA to take forward attendance prosecution as a last resort.

Education Supervision Orders (ESOs)

Where interventions have not been successful, an ESO can be an alternative to provide formal legal intervention without criminal prosecution. ESOs are made through the Family or High Court and give the LA a formal role in supporting the pupil and parents to improve their attendance. LAs will issue parents with a notice of the intention to consider an ESO, set up a meeting to discuss with the parent and pupil, and decide whether the case will be taken forward.

Once an ESO is secured, a supervisor from the local authority will decide any actions or requirements. These may include:

- Requiring the parents to attend support meetings.
- Requiring the parents to attend a parenting programme.
- Requiring the parents to access support services.
- Requiring an assessment by an educational psychologist.
- Review meetings involving all parties to be held every 3 months.

Failing to comply with an ESO will result in a fine and decisions will be made about whether further action is required.

Under the national framework introduced from 19 August 2024, a penalty notice may be considered where a pupil has accrued **10 sessions (5 school days) of unauthorised absence within a rolling period of 10 school weeks**.

For a first penalty notice issued to a parent for a particular child:

- £160 per parent, per child.
- Reduced to £80 if paid within 21 days.

If a second penalty notice is issued to the same parent for the same child within three years:

- £160 per parent, per child.
- No discounted rate applies.

A third offence within three years may result in prosecution under Section 444 of the Education Act 1996.

15. Monitoring and analysing absence

Attendance monitoring will include identification and tracking of:

- Pupils at risk of Persistent Absence (below 90% attendance).

Pupils at risk of Severe Absence (below 50% attendance).

The school will collect data regarding punctuality, and authorised and unauthorised absence, for:

- The school cohort as a whole.
- Individual year groups.
- Individual pupils.

- Demographic groups, e.g. pupils from different ethnic groups or economic backgrounds.
- Other groups of pupils, e.g. pupils with SEND, Children in Care and pupils eligible for Pupil Premium, including Early Years Pupil Premium.
- Pupils at risk of PA.

The Headteacher will conduct a thorough analysis of the above data on a half-termly, termly and full-year basis to identify patterns and trends. This will include identifying, for each group:

- Patterns in uses of certain codes.
- Particular days of poor attendance.
- Historic trends of attendance and absence.
- Barriers to attendance.

The Headteacher will provide regular reports to staff across the school to enable them to track the attendance of pupils and to implement attendance procedures. The attendance officer will also be responsible for monitoring how attendance data changes in response to any interventions implemented to increase attendance in future.

The governing body will regularly review attendance data, including examinations of recent and historic trends, and will support the SLT in setting goals and prioritising areas of focus for attendance support based on this data.

The school will also benchmark its attendance data against local-, regional- and national-level data to identify areas of success and areas for improvement, and will share practice which has been shown to be effective with other schools.

16. Training of staff

The school will recognise that early intervention can prevent poor attendance. As such, staff will receive training in identifying potentially at-risk pupils as part of their induction and refresher training.

The governing body will ensure that teachers and support staff receive training in line with this policy as part of their induction. Following this initial training, staff will receive regular and ongoing training as part of their development.

Training will cover at least the following:

- The importance of good attendance
- That absence is almost invariably a result of wider circumstances
- The legal requirements on schools, e.g. the keeping of registers
- The school's strategies and procedures for monitoring and improving attendance

- The school's procedures for multi-agency working to provide intensive support for pupils who need it

The governing body will provide dedicated and enhanced attendance training to the attendance officer and other staff with specific attendance functions in their role – this will include training regarding interpreting and analysing attendance data and supporting pupils to overcome barriers to attendance.

Staff will receive training to ensure they understand that increased absence from school could indicate a safeguarding concern, and know how such concerns should be managed.

17. Monitoring and review

Attendance and punctuality will be monitored throughout the year. The school's attendance target is 96%.

This policy will be reviewed annually by the Headteacher.

Any changes made to this policy will be communicated to all relevant stakeholders.

Attendance Monitoring Procedures

Misterton Primary School has adopted the following attendance monitoring procedures, to ensure that pupils' attendance meets the expected standard, and effective intervention is provided where pupils' attendance falls below the standard:

1. A report is sent to the SLT by the attendance and admissions officer half-termly, detailing attendance to date.
2. Attendance is regularly monitored by staff and any attendance or punctuality trends noticed by class teachers are passed immediately to the Headteacher.
3. Contact is made with parents on the first day of absence for any pupil absence not reported. 'N' codes are used to indicate that the pupil is absent for a reason not yet provided.
4. Contact is made to the parents of any pupils marked using the N code. Any N codes not established by the end of the school day are recorded as an unauthorised absence. A letter notifying parents of the unauthorised absence is sent and a reminder that further unauthorised absences could lead to further action being taken, such as issuing a penalty notice.
5. If a pupil's attendance falls below 96%, the class teacher speaks to the pupil and their parent to explain their attendance has fallen below the school's expected standard and to discuss any issues or problems to ascertain how the school can help to improve their attendance. This is followed up with a letter that is sent home raising concerns that their attendance has fallen below the school's expected standard. The letter also contains information outlining how parents can work with the school and their child to improve attendance. This is **Letter 1** in our attendance monitoring procedure.
6. Following this conversation, if a pupil's attendance does not improve after a four-week period, the Family Team contacts the parents to discuss this and inform them that their child's attendance is now being monitored. This is followed by a letter to confirm what was discussed. This is **Letter 2** in our attendance monitoring procedure.
7. The pupil's attendance is monitored for four weeks.
8. After the four-week monitoring period, and if attendance has improved, a letter is sent home from the SLT to congratulate the pupil and their parents on improving attendance. Monitoring and communication with the parents continues until attendance stabilises to 96%.
9. If attendance does not improve after the four-week monitoring period, parents (and the pupil, if appropriate) are required to attend a meeting in school with the Family Team. This is **Letter 3** in our attendance monitoring procedure. During this meeting, the reasons for the lack of improvement is discussed, as well as agreeing any support needed to improve attendance and an attendance contract, including targets, is set for their child. A further four-week monitoring period is set. If parents are unwilling to cooperate, the Local Authority will be contacted for advice and further action may be taken, such as issuing a penalty notice.
10. After the four-week monitoring period, parents are required to attend a review meeting in school with the Family Team, and headteacher if necessary, where the following will be decided:
 - The monitoring period for the attendance contract needs to be extended.

- Significant improvement has been made and the parenting contract can stop, with the pupil's attendance continuing to be monitored until it stabilises to 96%.
- Targets and/or support need to be changed.
- A penalty notice needs to be issued.

Above 96%	Less than 8 days absence in a full academic year. Excellent attendance. Pupils should achieve the best results they can.
95%	Less than 10 days absence in a full academic year. Ideally pupils maintain an attendance of at least 96%, enabling them to make good progress and achieve.
90%	20 days absence over the year. Pupils with this attendance are missing a month of school per year and it may be difficult for them to achieve their best.
85%	30 days absence in a year. These pupils are missing 6 weeks of school a year. It will be very difficult for them to keep up and do their best.
80%	40 days absence in a year. Pupils are missing the equivalent of a year of school over five years in Primary School. It will be almost impossible to keep up and achieve their potential.