ATTENDANCE POLICY

September 2026

CAPTAIN WEBB PRIMARY SCHOOL

FINANCE & ADMIN

Written by: Lynn Sanderson

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A. Attendance Monitoring Procedures

Statement of intent

Captain Webb Primary 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.
The school understands that barriers to attendance are complex, and that some pupils find it harder than others to attend school; therefore, the school will continue to prioritise cultivating a safe and supportive environment at school, as well as strong and trusting relationships with pupils and parents.
The school takes a whole-school approach to securing good attendance, and recognises the impact that our efforts in other areas – such as the curriculum, behaviour standards, bullying, SEND support, supporting pupils with medical conditions or disabilities, safeguarding, pastoral support and wellbeing, support for young carers and children with a social worker, and the effective use of resources such as pupil premium – can have on improving pupil attendance.

The school is 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 the LA and other relevant partners to understand and remove barriers to attendance and provide appropriate support.
- 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 understand their legal responsibility to make sure their child receives an efficient, full-time education suitable to their age, aptitude and any special educational needs they may have, and that, where their child is registered at school, they have an additional legal duty to ensure their child attends regularly.
- Regularly monitoring and analysing attendance and absence data to identify pupils or cohorts that require more support.

The school's Senior Attendance Champion is **Sarah Passey (Headteacher)** and can be contacted via **the school office (01952 386770)**.

The school's attendance officer is Genna Hanafin, and can be contacted via for day-to-day attendance queries and concerns:
Via: Classdojo
email: A2174@taw.org.uk
or phone: 01952 386770.

Parents who require more detailed support with attendance will be referred by Genna to the appropriate responsible party.

1. Legal framework

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

- Education Acts 1996 and 2002
- The Children Act 1989
- The Crime and Disorder Act 1998
- The Anti-Social Behaviour Act 2003
- The Sentencing Act 2020
- The School Attendance (Pupil Registration) (England) Regulations 2024
- The Education (Parenting Contracts and Parenting Orders) (England) Regulations 2007
- The Education (Penalty Notices) (England) Regulations 2007, as amended
- The Education (Information about Individual Pupils) (England) Regulations 2013
- The Children and Young Persons Acts 1933 and 1963
- Equality Act 2010
- The Children (Performances and Activities) (England) Regulations 2014
- DfE 'Working together to improve school attendance'
- DfE 'Keeping children safe in education (KCSIE)'
- DfE 'Working together to safeguard children'
- DfE 'Children missing education'
- DfE 'Providing remote education: guidance for schools'
- DfE 'Summary table of responsibilities for school attendance'
- DfE 'Sharing daily pupil attendance data'

This policy operates in conjunction with the following school policies:

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

2. Roles and responsibilities

The governing board will have 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.
- Ensuring school leaders fulfil expectations and statutory duties including making sure the school records attendance accurately in the register and shares the required information with the DfE and LA.
- Ensuring the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific pupils, where appropriate.
- Ensuring attendance training forms part of the school's continuing professional development offer for all staff, with dedicated attendance training provided to staff who have a specified attendance function.
- Working with the SLT to set goals for attendance and providing support and challenge around delivery against those goals.
- Regularly reviewing attendance data, including recent and historic trends, benchmarking against appropriate comparator schools and local, regional and national data, and paying particular attention to pupil cohorts that face greater barriers to attendance.
- 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.

The headteacher will be responsible for:

- The day-to-day implementation and management of this policy and all relevant procedures across the school.
- Monitoring absence data and reporting it to the governors
- Acting as the Senior Attendance Champion by:
    - Setting a clear vision for improving and maintaining good attendance
    - Establishing and maintaining effective systems for tackling absence and ensuring these are followed by all staff
    - Monitoring and analysing attendance data to identify patterns, priorities and pupils or cohorts requiring additional support
    - Regularly evaluating the effectiveness of the school's attendance strategies, processes and interventions.
    - Working with pupils, parents, the LA and other relevant partners to remove barriers to attendance
- Issuing penalty notices where appropriate, by authorising the EWO to submit the required paperwork, in accordance with the National Framework for Penalty Notices and the LA's Local Code of Conduct

- Sharing information and working collaboratively with the LA by notifying them where a pupil's name is added to or deleted from the school's admission register outside of standard transition times.
- Providing the LA, at the frequency agreed with the LA and no less frequently than once per calendar month, with the names and addresses of pupils of compulsory school age who fail to attend school regularly or who have been absent continuously for ten school days where their absence has been recorded using one or more of codes G, N, O and/or U.
- Providing the LA with a sickness return for any pupil of compulsory school age who is recorded with code I where there are reasonable grounds to believe the pupil will miss 15 school days consecutively or cumulatively during the school year because of sickness.
- Ensuring all parents are aware of the school's attendance expectations and procedures.
- Ensuring that every pupil has access to full-time education and will act as early as possible to address patterns of absence.
- Working with parents of pupils with SEND to develop specific support approaches for attendance, including where school transport is regularly being missed and where pupils with SEND face barriers within school.
- Ensuring that a pupil's social worker and/or youth offending team worker, where applicable, is informed of any unexplained absence.

The educational welfare officer is responsible for:

- Supporting the head with the overall strategic approach to attendance in school.
- Supporting the head with developing a clear vision for improving attendance.
- Monitoring pupil attendance and punctuality.
- Identify patterns of absence, persistent absenteeism, or lateness.
- Analyse attendance data and report concerns to the Headteacher
- Contact parents and carers regarding attendance concerns.
- Hold attendance meetings with families.
- Carry out home visits where appropriate.
- Support families in overcoming barriers to attendance such as illness, anxiety, transport difficulties, housing issues, or family circumstances.
- Identify welfare concerns that may be affecting attendance.
- Ensure the school meets statutory attendance requirements.
- Advise school leaders on attendance legislation and guidance.
- Act on behalf of the Local Authority where attendance concerns reach formal intervention stages.
- Prepare evidence for penalty notices or legal proceedings when necessary. 6. Promoting Positive Attendance

Staff will be responsible for:

- 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 attendance officer will be responsible for:

- Monitoring attendance on a day-to-day basis and identifying unexplained or concerning absence.
- Contacting parents regarding absence and following up unexplained absence in line with the school's procedures.
- Maintaining accurate attendance records and supporting the accurate use of attendance codes.
- Communicating with pupils and families about attendance and helping to identify barriers to regular attendance.
- Escalating persistent, severe or otherwise concerning absence to the Headteacher and supporting agreed interventions.

Pupils will be responsible for:

- Attending school regularly and attending all required sessions and activities.
- Arriving at school on time and being ready to learn.
- Following any support provided by the school to improve attendance.

Parents will be 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 LA.
- Notifying the school on the first day of an unexpected absence, providing the reason for the absence and advising when their child is expected to return.
- Requesting leave of absence only in exceptional circumstances, and in advance.
- Booking any medical appointments around school where possible.
- Following any family-based support implemented by the school to improve attendance.

3. Definitions

The following definitions apply for the purposes of this policy:

Absence:

- Not being present at school for a session where the pupil is required to attend and the absence is recorded using an appropriate absence code.
- Arrival at school after the register has closed.

Authorised absence

- Code C1: Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad

- Code M: Leave of absence for the purpose of attending a medical or dental appointment
- Code J1: Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
- Code S: Leave of absence for the purpose of studying for a public examination
- Code X: Non-compulsory school age pupil not required to attend school
- Code C2: Leave of absence for a compulsory school age pupil subject to part-time timetable
- Code D: Dual registered at another school
- Code C: Leave of absence for exceptional circumstances
- Code T: Parent travelling for occupational purposes
- Code R: Religious observance
- Code I: Illness (not medical or dental appointment)
- Code E: Suspended or permanently excluded

Unauthorised absence (including but not limited to):

- Parents keeping children off school unnecessarily or without reason
- Truancy before or during the school day
- 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):

- Missing 10 percent or more of school sessions for any reason, equivalent to one day or more a fortnight across a full school year.

Missing education

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

Severe absence

- Missing 50 percent or more of school sessions for any reason.

4. Attendance expectations

The school has high expectations for pupils' attendance and punctuality and ensures that these expectations are communicated regularly to parents and pupils.

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 pupils will be in their classroom, ready to begin lessons at this time; therefore, pupils will be allowed on the school site from 8:35am. Afternoon session start at the end of lunch.

Lunch breaks are as follows:

	Monday	Tuesday	Wednesday	Thursday	Friday
Reception	11.45- 12.45	11.45- 12.45	11.45- 12.45	11.45-12.45	11.45-12.45
Yr1/2	12.15-1.30	12.15-1.30	12.15-1.30	12.15-1.30	12.15-1.30
Yr3/4	12.00-12.45	12.45-1.30	12.00- 12.45	12.45-1.30	12.00-12.45
Yr5/6	12.45-1.30	12.00-12.45	12.45- 1.30	12-1.00	12.45-1.30

Pupils will be expected to have returned from each break and be ready to recommence learning at the stated times.

Registers will be taken as follows throughout the school day:

- The morning register will be marked by **8:50am**. Pupils will receive a late mark if they were absent when the register started being taken but arrive before the register is closed
- The morning register will close at **9:15am**. Pupils will receive a mark of absence if they do not attend school before this time
- The afternoon register will be marked by **1:45pm**. Pupils will receive a late mark if they are not in their classroom by this time but arrive before the register is closed
- The afternoon register will close at **2pm**. Pupils will receive a mark of absence if they are not present

Pupils will be encouraged to communicate any concerns related to attendance and absence as soon as possible to the relevant member of staff.

The school will actively discourage late arrival, seek explanations from parents for lateness and monitor patterns of late arrival to identify where further support or intervention may be needed.

5. Absence procedures

Parents will be required to contact the school office via telephone before **9:00am** on the first 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 to provide a reason for the absence, the attendance officer or other designated member of staff will contact the parent as soon as practicable on the first day of absence. Where absence continues without explanation, the school will make further contact with the parent and take appropriate steps to establish the pupil's whereabouts and ensure their safety, this could include a home visit.

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 the school census system.

***This will apply even where children are not of compulsory school age (such as nursery children or reception children who have not yet turned 5) as the school still has a duty of care to check on the welfare of these children. Parents of nursery children will not be subject to any penalty because of an absence, but the setting is required by law to maintain records of attendance for welfare reasons*.**

The school will not routinely request medical evidence where a pupil is absent due to illness (except where a child has been placed on a SAL2). Where there is genuine and reasonable doubt about the authenticity of the illness, the school may request appropriate supporting evidence. Where a parent cannot provide evidence in the form requested but can provide other evidence, the school will take this into account. Where a child has been placed on a SAL2 medical evidence of illness will always be excepted before an I mark can be issued.

Where a pupil's absence is at risk of becoming persistent or severe, the school will work with the pupil and their parents to understand the barriers to attendance and agree appropriate actions or interventions. The attendance officer will support the day-to-day implementation of agreed actions, with the Headteacher overseeing the school's strategic response and escalation where required.

The school will provide the LA, at the frequency agreed with the LA and no less frequently than once per calendar month, with the names and addresses of pupils of compulsory school age who fail to attend school regularly or who have been absent continuously for ten school days where their absence has been recorded using one or more of codes G, N, O and/or U.

The school will provide the LA with a sickness return for any pupil of compulsory school age who is recorded with code I where the school has reasonable grounds to believe that the pupil will miss 15 school days, consecutively or cumulatively, because of sickness. Only one sickness return will be required for a continuous period of sickness in a school year.

Where a pupil does not return from a period of leave or has a continuous period of absence, the school and the school and the LA will carry out joint reasonable enquiries, where required under the School Attendance (Pupil Registration) (England) Regulations 2024, to establish the pupil's whereabouts. Where the pupil lives in a different local authority area, the School LA will liaise with the Home LA as appropriate. If, following reasonable enquiries, the pupil's name is lawfully removed from the school's admission register, the relevant LA will consider whether the pupil should be identified as a child missing education.

Where the school is unable to establish the reason for a pupil's absence and there are safeguarding concerns, the school will take appropriate action in line with its safeguarding procedures. The school will recognise that unexplained or prolonged absence from education can be a safeguarding warning sign.

6. Attendance register

The school uses **Bromcom MIS** 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 beginning of each morning session and once during each afternoon session, at the same time for all registered pupils.

The register will record the appropriate national attendance or absence code for every pupil, reflecting whether they are attending the school, attending an approved educational activity or other permitted provision, absent, or unable to attend in accordance with the circumstances set out in the relevant regulations.

The school will use the national attendance codes set out in Regulation 10 of The School Attendance (Pupil Registration) (England) Regulations 2024 to ensure attendance and absence are monitored and recorded in a consistent way. The following codes will be used:

- # = planned whole-school closure
- / = Present in the morning
- \ = Present in the afternoon
- L = Late arrival before the register has closed
- C = Leave of absence granted by the school for exceptional circumstances
- S = Study leave
- C1 = Leave of absence for participating in a regulated performance or employment abroad
- C2 = Leave of absence for part-time pupils
- E = Suspended or permanently excluded but no alternative provision made
- J1 = Leave of absence for job or education interviews
- I = Illness
- M = Medical or dental appointments
- K = Attending provision arranged by the LA
- R = Religious observance
- B = Off-site education activity
- G = Unauthorised holiday
- O = Unauthorised absence
- U = Arrived after registration closed
- N = Reason for absence not yet established; where the reason cannot be established within five school days, the school will amend the entry to Code O.
- X = Not required to be in school
- T = Traveller absence
- Q = Unable to attend the school because of a lack of access arrangements, in accordance with the circumstances set out in the School Attendance (Pupil Registration) (England) Regulations 2024.
- V = Educational visit or trip
- P = Participating in a supervised sporting activity, with supervision being physically provided by an appropriately trained and knowledgeable person

- D = Dual registered – at another educational establishment
- Y1 = Absent due to their regular transport not being available
- Y2 = Absent due to travel disruption
- Y3 = Absent due to part of the school premises being closed

- Y4 = Absent due to the school site being closed
- Y5 = Absent due to being in criminal justice detention
- Y6 = Absent due to public health guidance or law, despite the pupil being well enough to attend
- Y7 = Absent due to any other unavoidable cause, the nature of which must be documented by the school.
- Z = Pupil not on admission register

Pupils who are not physically attending school but are receiving remote education will continue to be recorded as absent using the appropriate absence code. Remote education will only be used in accordance with the DfE's guidance, including as a last resort where appropriate and as part of a plan to reintegrate the pupil into school.

All amendments made to the attendance register will include the original entry, the amended entry, the reason for the amendment, the date of amendment and the name of the person who made the amendment. The attendance register will only routinely be amended where the reason for absence could not be established when the register was taken and it subsequently becomes necessary to correct the entry.

Every entry in the attendance register will be preserved for six years from the date the data was entered.

7. Authorising parental absence requests (Leave in Term Time)

In July 2026 the DfE reviewed and amended the 'Working Together to Improve School Attendance' statutory guidance. This guidance sits alongside the 'National Framework for Penalty Notices' which the Government introduced in August 2024 and 'The School Attendance (Pupil Registration) (England) Regulations 2024' and the Education (Penalty Notices) (England) Regulations 2007.

It is only the Headteacher (or delegated member of School Staff) who has the discretion to authorise any request for leave in term time and it is also they that decide the duration of that leave. Parents must submit a request for leave in term time to the school, allowing ample time for consideration to be given. Any circumstances that parents wish to be considered should be included in the request. Holidays should not be booked before permission is granted. The legislation does not allow for any school to adopt a blanket ban, all requests for leave in term time will be considered to determine if there are exceptional circumstances and parents must be notified of that decision.

‘Parents should always apply to the Headteacher for any request for leave in term time by completing a request form available from the school. (DfE guidance states schools should not authorise leave retrospectively so any leave in term time taken without a request being submitted will be unauthorised absence)’.

In developing and publishing the National Framework, the Government renewed appeals to parents not to take their children out of school during term time. The Governors and Headteacher of this school support this initiative. The legislation does not allow for blanket bans, therefore all requests for leave in term time will be considered. However, in line with the Education (Penalty Notices) (England) Regulations 2007, The School Attendance (Pupil Registration) (England) Regulations 2024, DfE guidance ‘Working Together to Improve School Attendance - July 2026, National Framework for Penalty Notices 2024 and local Code of Conduct, students will only be given permission to take leave in term time if there are exceptional circumstances.

The DfE Guidance- Working Together to Improve School Attendance (amended July 2026) states that: Generally, the DfE does not consider the need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance. (Paragraph 37.)

Each application for leave in term time will be considered and if it is agreed and authorised the Headteacher will determine the duration of any leave. However, if the application is not agreed and the absence occurs the dates will be unauthorised. Parents will be notified of any decision in writing. This notification may be hand delivered directly to the parent, emailed to the registered email address of the parent held on school records or posted to the parents’ home address.

As a school we are asked to inform you that in line with Telford and Wrekin Council Policy, if your child is absent for 10 school sessions within a 10-week rolling period and that absence is unauthorised, you may be subject to a Penalty Notice fine, see **section 15 – Penalty notices and legal interventions.**

Please follow the links below for more detailed information:

Working together to improve school attendance: July 2026

The Education (Penalty Notices) (England) Regulations 2007

https://www.childrenscommissioner.gov.uk/back-into-school/resources-for-families/

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 request approval for their child’s absence as far in advance as is practicable.

Leave for a medical or dental appointment will only be granted where an application is made in advance by a parent and the school is satisfied, based on the individual facts of the case, that exceptional circumstances justify the leave. Parents will be responsible for ensuring their child misses only the minimum amount of time necessary to attend the appointment.

Performances and activities, including paid work

The school will have the discretion to grant leave of absence during school hours for pupils to undertake employment, whether paid or unpaid, in accordance with the relevant legislation.

A leave of absence will only be given by a person who the school's proprietor has authorised to do so. That authorised person will not give a pupil leave of absence to undertake employment (whether paid or unpaid) during school hours except employment to take part in a regulated performance or regulated employment abroad as per The School Attendance (Pupil Registration) (England) Regulations 2024 namely:

- Where the LA has issued a licence for the pupil to take part in a performance as regulated by section 37(2) of the Children and Young Persons Act 1963.
- Where a licence is not required because an exception applies under section 37(3) of the Children and Young Persons Act 1963, including where a Body of Persons Approval (BOPA) covering the pupil has been granted by the LA in which the performance will take place, or by the Secretary of State.
- Where a Justice of the Peace has granted a licence under section 25(2) of the Children and Young Persons Act 1933 for the pupil to travel abroad for a performance or another regulated purpose.

The school will give due consideration to requests for leave of absence supported by a licence issued by a LA or a BOPA. Such requests will be treated sympathetically, provided the school is satisfied that participation in the activity will not have a detrimental impact on the pupil's education.

Where a LA licence specifies the dates on which a pupil is permitted to be absent for the purpose of a performance, the school will record the absence for those dates as if a formal leave of absence has been requested and granted.

In cases where a licence issued by the LA does not specify particular dates, or where the absence is supported by a BOPA or another form of exemption or licence – such as one granted by a Justice of the Peace under relevant legislation – the decision to grant leave of absence will remain at the discretion of the school.

Religious observance

Parents will be expected to notify the school as far in advance as possible where their child will be absent for religious observance.

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.

Where the relevant religious body sets apart only one day for a religious observance, only that day will be recorded using Code R. Any additional absence requested will be considered separately as a request for leave of absence in exceptional circumstances.

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

Parent's travelling for occupational purposes

Where a pupil is a mobile child and their parent is travelling in the course of their trade or business, the parent will be expected to notify the school of the absence as far in advance as possible. Code T will only be used where the pupil has no fixed abode and the parent is engaged in a trade or business that requires them to travel from place to place. Occasional or short-term travel will not normally meet the requirements of this code.

The school will not routinely require evidence that a parent is travelling for occupational purposes; however, evidence may be requested where there is genuine and reasonable doubt about the authenticity of the reason given for the absence.

Where a parent is travelling for occupational purposes in England, the school will support continuity of education and, where appropriate, the pupil will be expected to attend a school in the area where the parent is travelling and be dual registered at that school and their main school.

8. SEND- and health-related absences

The school recognises that pupils with SEND and/or health conditions, including mental health conditions, may face greater barriers to attendance than their peers. The school will maintain the same high ambition for their attendance as for all other pupils, while providing additional support and reasonable adjustments where needed.

In line with the SEND Policy and Supporting Pupils with Medical Conditions Policy, the school will ensure that reasonable adjustments are made for disabled pupils to reduce barriers to attendance, in line with any EHC plans or 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 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 DSL and the Child Protection and Safeguarding Policy will be followed. All pupils will be supported with their mental health in accordance with the school's Social, Emotional and Mental Health (SEMH) Policy.

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

- Inform the LA where there are reasonable grounds to believe that a pupil of compulsory school age will miss 15 school days, consecutively or cumulatively, because of sickness, and work with the LA to support continuity of education.
- 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.
- Using a temporary, time-limited part-time timetable only in very exceptional circumstances where it is in the pupil's best interests, with parental agreement, regular review dates, a clear proposed end date and the aim of returning the pupil to full-time education as soon as possible. A part-time timetable will not be used to manage behaviour.
- 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 on-to-one lessons.
- Tailored support to meet their individual needs.

Where a pupil subject to a part-time timetable has an EHC plan, the school will discuss the arrangement with the LA so that the pupil's support package can be reviewed as appropriate. Where the pupil has a social worker, the school will keep them informed and involved in the process.

The school will not routinely request medical evidence to support illness-related absence. Reasonable evidence may be requested where there is genuine and reasonable doubt about the authenticity of the illness, or where a pupil has prolonged or repeated illness and further information would help the school understand their needs, identify appropriate support or reasonable adjustments, or accurately record the absence. The school will not be rigid about the form of evidence requested and will consider other appropriate evidence provided by parents.

The Headteacher will ensure that attendance data for pupils with SEND and/or long-term physical or mental health conditions is regularly monitored so that emerging patterns are identified and additional support from the LA or other partners can be accessed where necessary.

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 headteacher – it is at the headteacher'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 headteacher. The headteacher 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 headteacher 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.

Pupils must return in sufficient time to attend the afternoon session and be present when the afternoon attendance register is taken. Where a pupil does not return in time, their attendance will be recorded using the appropriate national attendance or absence code.

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 lunch time register **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 headteacher reserves the right to withdraw permission at any time, including where the arrangement is contributing to poor punctuality, missed afternoon registration or other attendance concerns. Any decision to withdraw permission will be in writing, explaining the reasons for the headteacher'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 headteacher.

Permission will be updated on a **termly** basis – letters will be sent to parents at the beginning of each term to confirm whether they would like their request to continue.

10. Truancy

Truancy will be considered to have occurred where a pupil is absent from school, or from part of the school day, without permission and without a legitimate reason for the absence having been established.

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 classrooms and ready to learn by the published start time of the morning and afternoon sessions. 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 where there are concerns that a pupil may be truanting. The attendance officer or other designated member of staff will contact the pupil's parent to establish the reason for the absence and ensure the pupil's safety. Where concerns persist or the absence forms part of a wider pattern, the matter will be escalated to the Senior Attendance Champion.

Where truancy or other unauthorised absence forms part of a wider attendance concern, the school will work with the pupil and their parents to understand and address any barriers to attendance. Where support is appropriate, it will be offered before legal intervention is considered.

Where voluntary support has not been successful or engaged with, or where support is not appropriate, the school will work with the LA to consider formal support or legal intervention. This may include a Notice to Improve, a penalty notice or another appropriate attendance legal intervention, in accordance with the National Framework for Penalty Notices and the LA's Local Code of Conduct.

The first penalty notice issued to a parent in respect of a particular pupil will be charged at £160 if paid within 28 days, reduced to £80 if paid within 21 days. A second penalty notice issued to the same parent in respect of the same pupil within a three-year rolling period will be charged at a flat rate of £160 if paid within 28 days. A third penalty notice cannot be issued to the same parent in respect of the same pupil within that three-year period, and alternative action will be considered instead.

Where the national threshold has been met and support is appropriate but has not been successful or engaged with, the school or LA will usually consider issuing a Notice to Improve before a penalty notice. The improvement period will normally be between three and six weeks and will set out the attendance improvement expected and the support available.

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

11. Absent pupils

Pupils will not be permitted to leave the school premises during the school day unless they have permission from the school. The following procedures will be taken in the event of a pupil going missing whilst at school:

- The member of staff who has noticed the absent pupil will inform the headteacher immediately
- The office staff will also be informed as they will act as a point of contact for receiving information regarding the search
- A member of staff will stay with the rest of the class, and all other available members of staff will conduct a thorough search of the school premises as directed by the headteacher
- The following areas will be systematically searched:
  - All classrooms
  - All toilets
  - Changing rooms
  - The library
  - Any outbuildings
  - The school grounds
- Available staff will begin a search of the area immediately outside of the school premises, and will take a mobile phone with them so they can be contacted.
- If the pupil has not been found after 10 minutes, then the parents of the pupil will be notified
- The school will attempt to contact parents using the emergency contact numbers provided

- If the parents have had no contact from the pupil, and the emergency contacts list has been exhausted, the police will be contacted.
- The absent pupil's teacher will fill in an incident form, describing all circumstances leading up to the pupil going missing
- If the pupil has an allocated social worker and/or youth offending team worker, is a looked-after child, or has any other identified vulnerability that may increase safeguarding concerns, the appropriate professionals will be informed without delay, where relevant.
- When the pupil has been located, members of staff will care for and talk to the pupil to ensure they are safe and well
- Parents and any other agencies will be informed immediately when the pupil has been located

Following the incident, the headteacher will consider the circumstances that led to the pupil leaving or becoming absent from the school premises and will ensure that any necessary support, safeguarding action or behavioural response is put in place. Where appropriate, sanctions may be applied in accordance with the Behaviour Policy.

The headteacher will carry out a full investigation and will draw a conclusion as to how the incident occurred. A written report will be produced, and policies and procedures will be reviewed in accordance with the outcome where necessary.
The school will ensure that any necessary attendance records are reviewed and amended, where appropriate, to provide an accurate record of the pupil's attendance and absence during the relevant session.

12. Attendance intervention

In order to ensure the school has effective procedures for managing and improving attendance, the Headteacher, supported by the EWO and attendance officer, will:

- Ensure appropriate interventions and support are available to address barriers to attendance.
- Monitor and evaluate the effectiveness of attendance strategies and interventions, adapting them where necessary.
- Ensure that pupils at risk of persistent or severe absence and their parents are supported to understand and address barriers to attendance.
- Where absence intensifies, ensure that support is increased and that the school works with the LA and other relevant partners where appropriate.
- Where voluntary support has not been successful or engaged with, oversee the school's work with the LA to formalise support or consider appropriate legal intervention.

The school will use attendance data, in line with the 'Monitoring and analysing absence' section of this policy, to identify individual pupils and cohorts where patterns of absence are emerging and develop appropriate strategies to improve attendance. Interventions will take account of the particular needs and barriers of the pupils and families they are designed to support.

Where attendance rewards are used, the school will ensure they are applied sensitively and without discrimination and may recognise good attendance, punctuality and improvements in attendance.

Any attendance reward scheme will take account of individual circumstances and will be designed so that pupils who face additional barriers to attendance, including pupils with SEND, disabilities, health conditions or other significant circumstances, are not unfairly disadvantaged. Where appropriate, improvements in attendance or individual attendance goals may be recognised.

13. 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, save for in certain circumstances, e.g. sickness or absences that have been authorised by the headteacher 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 attendance officer will work collaboratively with the pupil and their parents to understand and address the specific barriers to regular attendance. Where absence is at risk of becoming persistent or severe, or where engagement with support is proving challenging, the matter will be escalated to the Headteacher, who may lead more formal discussions with the family and involve the LA School Attendance Support Team where appropriate. 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 barriers are related to the pupil's experience in school, e.g. bullying, the attendance officer will work with the Headteacher and relevant school staff, such as the DSL and SENCO, to address them and arrange appropriate support or reasonable adjustments. Where barriers are outside of the school's control, the school will work with the pupil, parents, the LA and other relevant partners to help the family access appropriate support, which may include referrals to external services, early help or whole-family support.

Any agreed attendance support, actions or interventions will be regularly reviewed with the pupil and their parents to assess their effectiveness and will be adapted where necessary to reflect the pupil's and family's circumstances.

14. Persistent absence

Persistent absence is where a pupil misses 10 percent or more of school, and severe absence is where a pupil misses 50 percent or more of school. Reducing persistent and severe absence will

remain central to the school's strategy for improving attendance.

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

- Pupils with a social worker, including children in need and pupils subject to child protection plans.
- LAC.
- Young carers.
- Pupils who are eligible for FSM.
- Pupils with SEND.
- Pupils with physical or mental health conditions.
- Pupils who have faced bullying and/or discrimination.
- Pupils from groups or backgrounds that have, or have historically had, lower attendance than their peers.

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 parents/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.
- Regularly reviewing progress and the impact of support with the pupil and their parents
- Making regular contact with families to discuss progress.
- Assessing whether an EHC plan or IHP may be appropriate.
- Considering what support for re-engagement might be needed, including for vulnerable groups.

The school will give particular priority to pupils who are severely absent, meaning they miss 50 percent or more of school. These pupils will be treated as a top priority for attendance support, and the school will work jointly with the LA and other relevant partners to identify and address the barriers to attendance and coordinate any intensive or whole-family support required.

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.

Where all appropriate avenues of support have been facilitated and any necessary educational support or provision has been put in place, but severe unauthorised absence continues, the school will recognise that this may constitute neglect. Any safeguarding concerns will be escalated in accordance with the Child Protection and Safeguarding Policy, including referral to children's social care where appropriate.

The Headteacher will ensure that patterns of persistent and severe absence are a regular focus of the school's attendance monitoring so that individual pupils and cohorts requiring targeted support are identified as early as possible.

15. Penalty notices and legal intervention

In Telford & Wrekin it is the delegated responsibility of the Attendance Support Team to issues Penalty Notices following referrals from schools, and only they can issue Penalty Notices relating to school absence.

The school will provide appropriate support to improve attendance wherever possible. Where voluntary support has not been successful or engaged with, or where support is not appropriate in the circumstances, the Headteacher will work with the LA to consider whether formal support or legal intervention is appropriate. Attendance legal intervention will only be used in relation to pupils of compulsory school age and will be considered on an individual, case-by-case basis. In particular, the Headteacher will consider:

- Whether support is appropriate in the individual case and, where it is appropriate, whether sufficient support has been provided and has been successful or engaged with. Where support is not appropriate, e.g. in the case of an unauthorised term-time holiday, whether a penalty notice is appropriate in accordance with the National Framework and the LA's Local Code of Conduct.
- Whether a penalty notice is the best available tool to improve attendance and change parental behaviour, or if further support or other legal intervention is more appropriate.
- Whether issuing a penalty notice in this case is appropriate after considering any obligations under the Equality Act 2010, such as if the pupil has a disability.
- Holding a formal meeting with parents and the school's point of contact in the School Attendance Support Team.
- Working with the LA to consider putting an attendance contract or an Education Supervision Order in place.
- Engaging children's social care where there are safeguarding concerns.

Where the national threshold has been met and support is appropriate but has not been successful or engaged with, a Notice to Improve will usually be issued as a final opportunity for the parent to engage in support and improve attendance before a penalty notice is issued. A Notice to Improve may not be used where support is not appropriate or where it is considered unlikely to have a behavioural impact. Any Notice to Improve will be issued in accordance with the LA's Local Code of Conduct and will normally provide an improvement period of between three and six weeks.

The government introduced changes in legislation from August 2024 that parents need to be aware of:

•If your child has 10 sessions of unauthorised absence in a 10-school week rolling period, you may be issued with a Penalty Notice. These 10 sessions may include any unauthorised absence, including leave in term time and sessions do not have to be consecutive.

•If in an individual case the local authority believes a Penalty Notice would be appropriate, they retain the discretion to issue one before the threshold is met, so for eight sessions of unauthorised absence. This might apply for example, when parent(s) are deliberately or purposefully avoiding the national threshold by taking several term time holidays below threshold, or for repeated absence for events

such as birthdays and taking their child out of school, or when there are only four pupil days in school and the fifth day is for example a PD Day or bank holiday

•Penalty Notices increased to £160 from August 2024. This can be reduced to £80 but only for the first Penalty Notice issued, if paid within 21 days – this reduction does not apply to any subsequent Penalty Notice.

•Any 2nd Penalty Notice, to the same parent for the same child, issued within three years of the date of the first Penalty Notice will be charged at a flat rate of £160

•A third Penalty Notice will not be issued within a three-year rolling period, to the same parent for the unauthorised absence of the same child, - alternative action or legal measures will be utilised for subsequent offences.

•Penalty notices are intended to prevent the need for court action and should only be used where it is deemed likely to change parental behaviour and support to secure regular attendance has been provided and has not worked or been engaged with or would not have been appropriate in the circumstances of the offence (e.g. as is usually the case for an unauthorised holiday in term time).

•In some circumstances a 'Notice to Improve' may be issued – However, a Notice to Improve will only be used in cases where support is appropriate. They will not be issued in cases of unauthorised leave in term time for holidays, where information for parents is included in schools' attendance policy and on school's website, or a warning by the school that a Penalty Notice could be issued if unauthorised leave in term time is taken will suffice.

Education Supervision Orders (ESOs)

Where voluntary support, including any appropriate early help and attendance contract, has not been successful, an Education Supervision Order (ESO) may be considered as an alternative form of legal intervention without criminal prosecution. The school and LA will consider whether voluntary support has been exhausted and whether an ESO would be beneficial for the pupil and parent. The LA will fully consider the use of an ESO before progressing to prosecution.

Once an ESO is secured, a supervisor from the LA 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.

Where a parent persistently fails to comply with directions given under an ESO, they may be guilty of an offence and the LA may prosecute. On conviction, the parent may be liable to a fine of up to £1,000. Persistent non-compliance will also be considered with children's social care to determine whether further action is required to secure the pupil's welfare.

Once an ESO is secured, the LA will appoint an appropriate lead practitioner to act as supervisor. The school will work in partnership with the supervisor and provide support where appropriate.

16. Monitoring and analysing absence

The Senior Attendance Champion, supported by the attendance officer, will ensure that attendance and absence data is regularly monitored and analysed so that emerging patterns of poor attendance are identified and appropriate support or intervention is provided as early as possible.

Weekly attendance patterns and trends will be monitored at individual pupil, cohort and year-group level, including punctuality, to identify early indicators of poor attendance and enable timely support.

The school will collect data regarding punctuality, truancy, 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, pupils with a social worker, LAC, young carers, pupils with long-term health conditions and pupils eligible for FSM.
- Pupils at risk of persistent or severe absence.

The Senior Attendance Champion, supported by the attendance officer, will ensure that thorough analysis of attendance data is conducted on a half-termly, termly and full-year basis to identify:

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

The attendance officer will provide regular attendance information and reports to relevant staff to support the tracking of individual pupils and the implementation of attendance procedures. The Headteacher will monitor and evaluate the impact of attendance strategies and interventions, using the findings to adapt or inform future approaches.

The governing board will regularly review attendance data, including recent and historic trends and the attendance of pupil cohorts that face greater or entrenched barriers to attendance, and will support and challenge the SLT in setting goals and prioritising areas of focus for attendance improvement.

The school will also benchmark its attendance data against local, regional and national data and, where appropriate, the performance of similar schools to identify areas of success and areas for improvement and will share effective practice with other schools.

17. Training of staff

The school recognises that early identification and intervention are essential to preventing patterns of poor attendance from becoming entrenched. Staff will receive appropriate training to enable them to understand their role in improving attendance and to identify pupils who may require additional support.

The governing board will ensure that all staff receive appropriate attendance training as part of their induction and that attendance is included in the school's continuing professional development offer. Training will be regularly reviewed and updated to reflect evolving barriers to attendance and the needs of the school community.

Training will cover at least the following:

- The importance of good attendance
- That absence is almost always a symptom of wider circumstances
- The law and requirements relating to school attendance, including the keeping of attendance and admission 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 board will ensure that the Senior Attendance Champion, attendance officer and any other staff with specified attendance functions receive dedicated attendance training appropriate to their role. This will include the skills required to interpret and analyse attendance data and any additional training required to support pupils and families to overcome commonly experienced barriers to attendance.

Staff will receive training to ensure they understand that patterns of absence, including persistent or severe absence and children missing education, may be an important warning sign of safeguarding concerns, and will know how to identify, report and respond to such concerns in accordance with the school's safeguarding procedures.

18. Deletions of names from the admissions register

The school will only delete a pupil's name from the admission register where a ground for deletion set out in regulation 9 of the School Attendance (Pupil Registration) (England) Regulations 2024 is met. Where a relevant ground for deletion is met, the pupil's name will be deleted as required by the Regulations. A pupil's name will not be removed for any other reason, as doing so could constitute off-rolling.

Where a pupil's name is deleted from the admission register, their name will also be deleted from the attendance register at the same time.

Where a pupil transfers to another school, the school will delete the pupil's name from its admission register as soon as the pupil is entered on the admission register of the new school, subject to any applicable exceptions under the Regulations. The school will continue to record the pupil's attendance and absence up to the date of deletion and will transfer the appropriate pupil information through the school-to-school (S2S) system.

The school will make returns to the LA when pupils' names are deleted from the admission register. This will be with the exception of pupils whose name has been deleted from the register at or after the end of the last term of the school year when they are in the most senior year group, unless the LA has requested this information.

When the school is notifying the LA that a pupil's name is being deleted from the admission register, the following information about the pupil will be provided:

- Full name
- Address
- The full name and address of any parent the pupil normally lives with

- At least one telephone number by which any parent the pupil normally lives with can be contacted in an emergency
- If applicable, the pupil's future address, the full name and address of the parent who the pupil is going to live with and the date the pupil will start living there
- If applicable, the name of the pupil's other school and when the pupil began or will begin to attend the school
- The reason under which the pupil's name has been deleted from the admission register

Names will never be retrospectively deleted from the admission or attendance register – these registers will remain an accurate record of who is a registered pupil and their attendance at any given time. Pupils' attendance will be recorded up until the date that their name is deleted from the admission register.

19. Monitoring and review

Attendance and punctuality will be monitored throughout the year. The school's attendance target is **96 percent** – full details of the school's absence levels can be found on the **school website**.

This policy will be reviewed **annually** by the headteacher. The next scheduled review date for this policy is **01/09/2027**.

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

Attendance Monitoring Procedures

Captain Webb 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 spreadsheet is sent to the headteacher detailing daily attendance and attendance to date.

2. 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; these N codes are reported to the Headteacher daily.

3. Contact is made to the parents of any pupils marked using the N code. Any N codes not established within five school days are recorded as an unauthorised absence.

4. If a pupil's attendance falls to **96 percent or below**, the Headteacher speaks to the parent to discuss this if necessary. If a pupil's attendance falls below **90 percent**, a letter is sent home explaining that the pupil's attendance is now being monitored, and the headteacher contacts the parents to discuss this.

5. The pupil's attendance is monitored for **two weeks** and, if attendance does not improve after this time, parents are required to attend a meeting in school with the classroom teacher and set targets for their child. If parents are unwilling to cooperate, or are genuinely unable to attend, a referral may be required to the local education welfare officer (EWO), who will then conduct a home visit.

6. After the **two-week** monitoring period, and if targets are met, monitoring and communication with the parents continues until attendance stabilises to **96 percent**.

7. If targets are not met, the Headteacher makes a referral to the EWO. Education welfare protocol is followed, and a parental contract is drawn up. A **four-week** monitoring period is established and, if there are no improvements, a final written warning is issued to the parents if there is no improvement after an additional **four weeks**, a fixed-penalty notice is issued.