

Attendance Policy

September 2025



Approval and review dates

Policy	Date of last review	Date of next review
SVS Attendance Policy	September 2025	September 2026

Contents

1. Aims	1
2. Legislation and guidance.....	2
3. Roles and Responsibilities	2
4. Recording Attendance.....	9
5. Authorised and unauthorise absence	13
6. Strategies for promoting attendance	15
7. Supporting pupils who are absent or returning to school.....	11
8. Attendance Monitoring & Monitoring arrangements	16
9. Links with other policies	17
Appendix 1: attendance codes	18

1. Aims

This policy aims to show our commitment to meeting our obligations with regards to school attendance, including those laid out in the Department for Education's (DfE's) statutory guidance on working together to improve school attendance (applies from 19 August 2024), through our whole-school culture and ethos that values good attendance, including:

- Setting high expectations for the attendance and punctuality of all pupils
- Promoting good attendance and the benefits of good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to make sure pupils have the support in place to attend school

We will also promote and support punctuality in attending lessons.

Attendance Policy

September 2025



2. Legislation and guidance

This policy meets the requirements of the [school attendance guidance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- [Part 6 of The Education Act 1996](#)
- [Part 3 of The Education Act 2002](#)
- [Part 7 of The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- [The School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013 and the 2024 amendment](#)

It also refers to:

- [School census guidance](#)
- [Keeping Children Safe in Education](#)
- <https://www.gov.uk/government/publications/working-together-to-improve-school-attendance>
- [Mental health issues affecting a pupil's attendance: guidance for schools](#)

This policy also refers to the DfE's guidance on the [school census](#), which explains the persistent absence threshold.

This policy complies with our funding agreement and articles of association.

Links with other policies

This policy is linked to our child protection and safeguarding policy.

3. Roles and responsibilities

3.1 The governing board

The governing board is responsible for:

- Setting high expectations of all school leaders, staff, pupils and parents
- Making sure 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 local authority
 - Making sure the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific pupils, where appropriate

Attendance Policy

September 2025



- Recognising and promoting the importance of school attendance across the school's policies and ethos
- Making sure the school's attendance management processes are delivered effectively, and that consistent support is provided for pupils who need it most by prioritising staff and resources
- Making sure the school has high aspirations for all pupils, but adapts processes and support to pupils' individual needs
- Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual pupils or cohorts who need it most
- Working with school leaders to set goals or areas of focus for attendance and providing support and challenge
- Monitoring attendance figures for the whole school and repeatedly evaluating the effectiveness of the school's processes and improvement efforts to make sure they are meeting pupils needs
- Where the school is struggling with attendance, working with school leaders to develop a comprehensive action plan to improve attendance
- Making sure all staff receive adequate training on attendance as part of the regular continued professional development offer, so that staff understand:
 - The importance of good attendance
 - That absence is almost always a symptom of wider issues
 - The school's legal requirements for keeping registers
 - The school's strategies and procedures for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific pupils, where appropriate
- Making sure dedicated training is provided to staff with a specific attendance function in their role, including in interpreting and analysing attendance data
- Holding the Principal to account for the implementation of this policy

3.2 The Principal

The Principal is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary
- Working with the parents of pupils with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for pupils with SEND, including where school transport is regularly being missed, and where pupils with SEND face in-school barriers
- Communicating with the local authority when a pupil with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the pupil's needs

Attendance Policy

September 2025



- Communicating the school's high expectations for attendance and punctuality regularly to pupils and parents through all available channels

3.3 The designated senior leader responsible for attendance

The designated senior leader is responsible for:

- Leading attendance across the school
- Setting a clear vision for improving and maintaining good attendance
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis
- Devising specific strategies to address areas of poor attendance identified through data
- Arranging calls and meetings with parents to discuss attendance issues
- Delivering targeted intervention and support to pupils and families
- Liaising with pupils, parents/carers and external agencies, where needed
- Building close and productive relationships with parents to discuss and tackle attendance issues
- Creating intervention or reintegration plans in partnership with pupils and their parents/carers

The designated senior leader responsible for attendance is Matilda Ros and can be contacted via 0121 5697522 and mros@svs.sandwell.sch.uk

3.4 The attendance officer

The school attendance officer is responsible for:

- Monitoring and analysing attendance data (see section 7)
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the Principal
- Working with education welfare officers to tackle persistent absence
- Advising the Principal/ when to issue fixed-penalty notices

The attendance officer is Manjit Kaur and can be contacted via 0121 6797522 and mkaur@svs.sandwell.sch.uk

3.5 Class teachers/form tutors

Class teachers/form tutors are responsible for recording attendance on a daily basis, using the correct codes in school MIS Arbor.

3.6 Reception/Admin Office

Reception/Admin Office staff will:

Attendance Policy

September 2025



- Take calls from parents about absence on a day-to-day basis and record it on Arbor
- Transfer calls from parents to the DSL/pastoral lead in order to provide them with more detailed support on attendance

3.7 Parents/carers

Where this policy refers to a parent, it refers to the adult the school and/or local authority decides is most appropriate to work with, including:

- All natural parents, whether they are married or not
- All those who have parental responsibility for a child or young person
- Those who have day-to-day responsibility for the child (i.e. lives with and looks after them)

Parents are expected to:

- Make sure their child attends everyday on time
- Call the school to report their child's absence before 8:40 on the day of the absence and each subsequent day of absence), and advise when they are expected to return
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day
- Keep to any attendance contracts that they make with the school and/or local authority
- Seek support, where necessary, for maintaining good attendance, by contacting the School Attendance and Engagement Officer, who can be contacted via 0121 6797522 or attendance@svs.sandwell.ch.uk.

3.8 Pupils

Pupils are expected to:

- Attend every timetabled session on time.

4 Recording attendance

4.1 Attendance register

We will keep an electronic attendance register, and place all pupils onto this register.

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark, using the appropriate national attendance and absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024, whether every pupil is:

- Present

Attendance Policy

September 2025



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

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

See Appendix 1 for the DfE attendance codes.

We will also record:

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

We will keep every entry on the attendance register for 6 years after the date on which the entry was made.

The school day starts at 8:45am and ends at 2:30pm.

Pupils must arrive in school by 8:45 on each school day.

The register for the first session will be taken at 8:45am and will be kept open until 9am. The register for the second session will be taken at 10am and will be kept open until 10:05am.

4.2 Unplanned absence

The pupil's parent must notify the school of the reason for the absence on the first day of an unplanned absence, or as soon as practically possible, by calling the admin staff, who can be contacted via 0121 6797522 or attendance@svs.sandwell.ch.uk.

We will mark absence due to physical or mental illness as authorised, unless the school has a genuine concern about the authenticity of the illness.

Where the absence is longer than 3 days, or there are doubts about the authenticity of the illness, the school will ask for medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

Attendance Policy

September 2025



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

4.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent notifies the school in advance of the appointment.

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

The pupil's parent must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

4.3 Medical or dental appointments

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

Parents can notify the school in advance of a medical or dental appointment by phone call, letter, text message or email.

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

Applications for other types of absence in term time must also be made in advance. Information relating to whether the school can authorise such absences can be found in section 5.

4.4 Lateness and punctuality

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

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

Below are a number of strategies in managing persistent lateness.

- Same-day consequences for lateness (detention)
- Understanding reasons for lateness
- Staff setting a good example

Attendance Policy

September 2025



Three late arrivals in a week counts as persistent lateness, below are steps taken to improve punctuality:

- Warning letters to parents
- Inviting parents to a meeting with the school's attendance officer or other senior member of staff
- Working with the parent to find a solution if there are genuine difficulties

If the child continues to be late, parents will be invited to another meeting with the SMBC educational welfare officer (EWO).

4.5 Following up absence

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

- Call the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, **the school may contact the police.**
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session
- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer
- Where relevant, report the unexplained absence to the pupil's youth offending team officer
- Where appropriate, offer support to the pupil and/or their parents to improve attendance
- Identify whether the pupil needs support from wider partners, as quickly as possible, and make the necessary referrals
- Where support is not appropriate, not successful, or not engaged with: we will issue a notice to improve, penalty notice or other legal intervention, as appropriate.

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

Attendance Policy

September 2025



Below is the attendance/absences protocol:

	High-risk pupils
<ul style="list-style-type: none">• Daily follow-up phone calls (only for three consecutive days)• After three days of unauthorised absence, JH will send a follow-up letter to guardian via post and email, pupil will be referred to DSL via CPOMS• Five days of unauthorised absence, home visit by DSL• We will have to report this to Attendance Prosecution services after 10 days.	<ul style="list-style-type: none">• Day one – phone call and on the second day of unauthorised absence, deputy DSL will immediately conduct a home visit• Five days of unauthorised absence, DSL will request external professionals including Local Authority for joint visit and action plan ensure that pupil return to school as soon as possible• We will have to report this to Attendance Prosecution services after 10 days.

4.6 Reporting to parents

Attendance record will be included in the termly school report.

5. Authorised and unauthorised absence

5.1 Granting approval for term-time absence

The principal will allow pupils to be absent from the school site for certain educational activities, or to attend other schools or settings.

The principal will only grant a leave of absence to a pupil during term time if the request meets the specific circumstances set out in the 2024 school attendance regulations. These circumstances are:

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

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

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

Attendance Policy

September 2025



As a leave of absence will only be granted in exceptional circumstances, it is unlikely a leave of absence will be granted for the purposes of a family holiday.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant background context behind the request.

The Principal may not grant any leave of absence to pupils during term time unless they consider there to be 'exceptional circumstances'. The following examples of such exceptional circumstances are:

- Funeral of parent, grandparent or sibling
- Sudden loss of housing through eviction or domestic violence- up to a maximum of 3 days.
- Serious illness of a close relative – only if the principal is satisfied that the circumstances are truly exceptional
- Teenage parents responsible for the care of their own child
- Out of school programmes such as music, arts or sport operating at a high standard of achievement and agreed by the LA – as appropriate.
- Time- off relating to Child Entertainment Performances, subject to a license being issued by Education Social Work Service
- Religious observance – The Education Act 1996 S444(3) (c), states “on any day exclusively set apart for religious observance by the religious body to which his/her parent belongs”. This would include the Islamic Eids, as well as religious observance days of the orthodox Christian, Jewish and other religions.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Valid reasons for authorised absence include:

- Illness and medical/dental appointments – as explained in sections 3.2 and 3.3
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart
- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers. Absence may be authorised only when a Traveller family is known to be travelling for occupational purposes and has agreed this with the school but it is not known whether the pupil is attending educational provision
- If the pupil is currently suspended or excluded from school (and no alternative provision has been made)

Attendance Policy

September 2025



5.2 Sanctions

Our school will make use of the full range of potential sanctions – including, but not limited to, those listed below – to tackle poor attendance. Decisions will be made on an individual, case-by-case basis.

Penalty notices

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

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

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

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

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

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

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

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

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

A penalty notice may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the school has notified the parents that the pupil must not be present in a public place on that day). These penalty notices are not included in the National Framework, not subject to the same considerations about

Attendance Policy

September 2025



support being provided, and do not count towards the limit as part of the escalation process.

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

Notices to improve

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

Notices to improve will be issued in line with processes set out in the local code of conduct for the local authority area in which the pupil attends school.

They will include:

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

SVS will adopt the SMBC Attendance and Prosecution regulations, see table below:

SMBC Statutory Pathways

- EDUCATION PENALTY NOTICE
- PROSECUTION – ABSOLUTE / AGGRAVATED OFFENCE (Magistrates Court)
- SCHOOL ATTENDANCE ORDER (Magistrates Court if not resolved)
- EDUCATION SUPERVISION ORDER (Family Court)

Attendance Policy

September 2025



Section 23(1) Anti-Social Behaviour Act 2007:

Penalty Notices may be issued to the parent of pupils who have unauthorised absence from school. The amount of the penalty is £60.

- If this is not paid within 21 days the amount rises to £120.
- If not paid within 28 days the Local Authority may prosecute under Section 444(1) unless it comes to our attention that the penalty notice had been issued in error.

Section 444(1) Education Act 1996:

“If you are the parent of a child of compulsory school age who fails to attend school regularly, you are guilty of an offence.”

- The court can fine each parent up to £1,000 per child, order payment of the prosecution costs and/or impose a Parenting Order.

Section 444(1A) Education Act 1996:

“If in the above circumstances you, the parent, know that your child is failing to attend regularly at the school and fail without reasonable justification to cause him/her to attend, you are guilty of an offence.”

- The court can fine you up to £2,500 per child, order payment of the prosecution costs, impose a Parenting Order and/or sentence you to a period of imprisonment of up to 3 months.

Please note that:

- Penalties and prosecutions are in respect of each parent for each child.
- “Parent” includes any person who is not a parent but who has parental responsibility for the child or who has care of him/her.

These prosecutions are criminal proceedings and could result in you having a criminal record.

6. Strategies for promoting attendance

As a school that SVS instigating a culture of attendance in tackling unauthorised absence, we have:

- Set high expectations for attendance
- Communicate these expectations to pupils, parents, governors and all staff constantly and consistently by awarding every term 100% attendance
- Ensure governors and staff are communicating the same expectations around absence frequently to parents and pupils
- Take a 'zero tolerance' approach to unauthorised absence in all cases, ensuring that all absences are followed up rigorously through first-day calling

Attendance Policy

September 2025



- Ensure staff absence and lateness is tackled, to set a good example to pupils and show that the same rules apply to everyone in school
- Attendance is a standing item on weekly senior leadership team meetings to ensure that it is being monitored constantly. To tackle issues with specific groups of pupils, the senior leadership team could hold a separate meeting to discuss the particular issues involved and formulate an action plan.
- Our interventions are delivered in a targeted way, in response to data. We monitor and analyse attendance data weekly to ensure that intervention is delivered quickly to address absence (register inspections, code analysis, cohort and group monitoring, punctuality, lesson attendance across subjects and benchmarking). During our weekly meeting, we review and where interventions fail to address attendance issues, we will identify the reasons why and, where appropriate, change or adjust the intervention.
- Among the number of measures implemented, the partnership with local police and SMBC proved to be most effective. Our DSL together with PC Treasure regularly conduct home visits to our pupils who have missed school for more than five days.

School and parent partnership: We meet with the individual families concerned, making it clear that the problem can be solved and that we are there to help find a solution. If the family will not come to school to discuss the issue, our DSL will organise a home visit.

During the home visit, we will inform the parents that SMBC could take legal action against them if their child does not attend school.

Bespoke solution

Where a **lack of transport** is preventing attendance:

- See if you can help the family identify local public transport routes or organise a lift-share with another pupil
- Look into whether the pupil may qualify for free transport, for example due to the distance they live from school or any special educational needs or disabilities they may have
- If a bus is regularly arriving late or not at all, contact the local council about it
- If the pupil is missing the bus, talk to them about how to manage their time so that they don't miss it

Where absence is largely due to **parental disengagement**:

- Send a member of staff (DSL) to knock on the family's door every morning with the school bus so the pupil can come to school with the staff/DSL.
- Organise an 'attendance panel meeting' to discuss the issue with the parents, the pupil, senior staff and governors

Attendance Policy

September 2025



- Liaise with any other agencies involved with the family, such as social services, to come up with an action plan

Where a **particular lesson** is putting the pupil off school, we will talk to their teacher to see if the pupil needs extra help or encourage the teacher to make lessons more interactive

Where a pupil has **caring responsibilities** that are affecting attendance, we will look into whether they may be eligible for extra support from the LA and signpost this.

Further support strategies include:

- Allowing pupils to take planned breaks from learning
- Organising extra tuition
- Referring pupils to local child and adolescent mental health services (CAMHS) for support
- Contacting parents of persistent absentees frequently, including through home visits
- Organising tailored support for pupils facing specific problems such as mental health issues
- Putting a pupil on a reduced timetable, focusing on exams in only core subjects

7. Attendance monitoring

The attendance officer monitors pupil absence on a weekly basis.

Parents are expected to call the school in the morning if their child is going to be absent due to ill health (see section 3.2). Parents are expected to call the school each day a child is ill.

1. If a pupil's absence goes above three days we will contact the parents to discuss the reasons for this.
2. If after contacting parents a pupil's absence continue to rise, the DSL will visit the family.
3. If after the home visit and after 10 days, we will refer the case to SMBC Attendance and Prosecution team or to the respective Local Authority of the pupil with persistent absence.

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

Pupil-level absence data is collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. We compare our attendance data to the national average, and share this with governors.

Attendance Policy

September 2025



The school uses Arbor as MIS to collect and stores attendance data to track the attendance of individual pupils, identify whether or not there are particular groups of children whose absences may be a cause for concern, and monitor and evaluate those children identified as being in need of intervention and support.

8. Monitoring arrangements

This policy will be reviewed annually by the Registrar. At every review, the policy will be shared with the governing board.

8.1 Monitoring attendance

The school will monitor attendance and absence data (including punctuality) half-termly, termly and yearly across the school and at an individual pupil, year group and cohort level.

Specific pupil information will be shared with the DfE on request.

Data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics.

The school will benchmark its attendance data at whole school, year group and cohort level against local, regional, and national levels to identify areas of focus for improvement, and share this with the governing board.

8.2 Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils, groups or cohorts that need additional support with their attendance, and
- Identify pupils whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence
- Conduct thorough analysis of half-termly, termly, and full-year data to identify patterns and trends
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

8.3 Using data to improve attendance

The school will:

- Develop targeted actions to address patterns of absence (of all severities) of individual pupils, groups or cohorts that it has identified via data analysis

Attendance Policy

September 2025



- Provide targeted support to the pupils it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence, and their families (see section 8.4 below)
- Provide regular attendance reports to class teachers, to facilitate discussions with pupils and families, and to the governing board and school leaders (including special educational needs co-ordinators, designated safeguarding leads and pupil premium leads)
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies
- Share information and work collaboratively with other schools in the area, local authorities and other partners where a pupil's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific pupils, where appropriate

8.4 Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school. Reducing persistent and severe absence is central to the school's strategy for improving attendance.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:
 - Discuss attendance and engagement at school
 - Listen, and understand barriers to attendance
 - Explain the help that is available
 - Explain the potential consequences of, and sanctions for, persistent and severe absence
 - Review any existing actions or interventions
- Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant
- Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these pupils. In doing so, the school will sensitively consider some of the reasons for absence
- Implement sanctions, where necessary (see section 5.2, above)

Attendance Policy

September 2025



Appendix 1: attendance codes

The following codes are taken from the DfE's [guidance on school attendance](#).

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

Attendance Policy

September 2025



C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Pupil is at a medical or dental appointment
J1	Interview	Pupil has an interview with a prospective employer/educational establishment
S	Study leave	Pupil has been granted leave of absence to study for a public examination
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
C2	Part-time timetable	Pupil is not in school due to having a part-time timetable
C	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
Absent – other authorised reasons		
T	Parent travelling for occupational purposes	Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made

Attendance Policy

September 2025



Absent – unable to attend school because of unavoidable cause		
Q	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	<p>Pupil is unable to attend as they are:</p> <ul style="list-style-type: none"> • In police detention • Remanded to youth detention, awaiting trial or sentencing, or • Detained under a sentence of detention
Y6	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes

Attendance Policy

September 2025

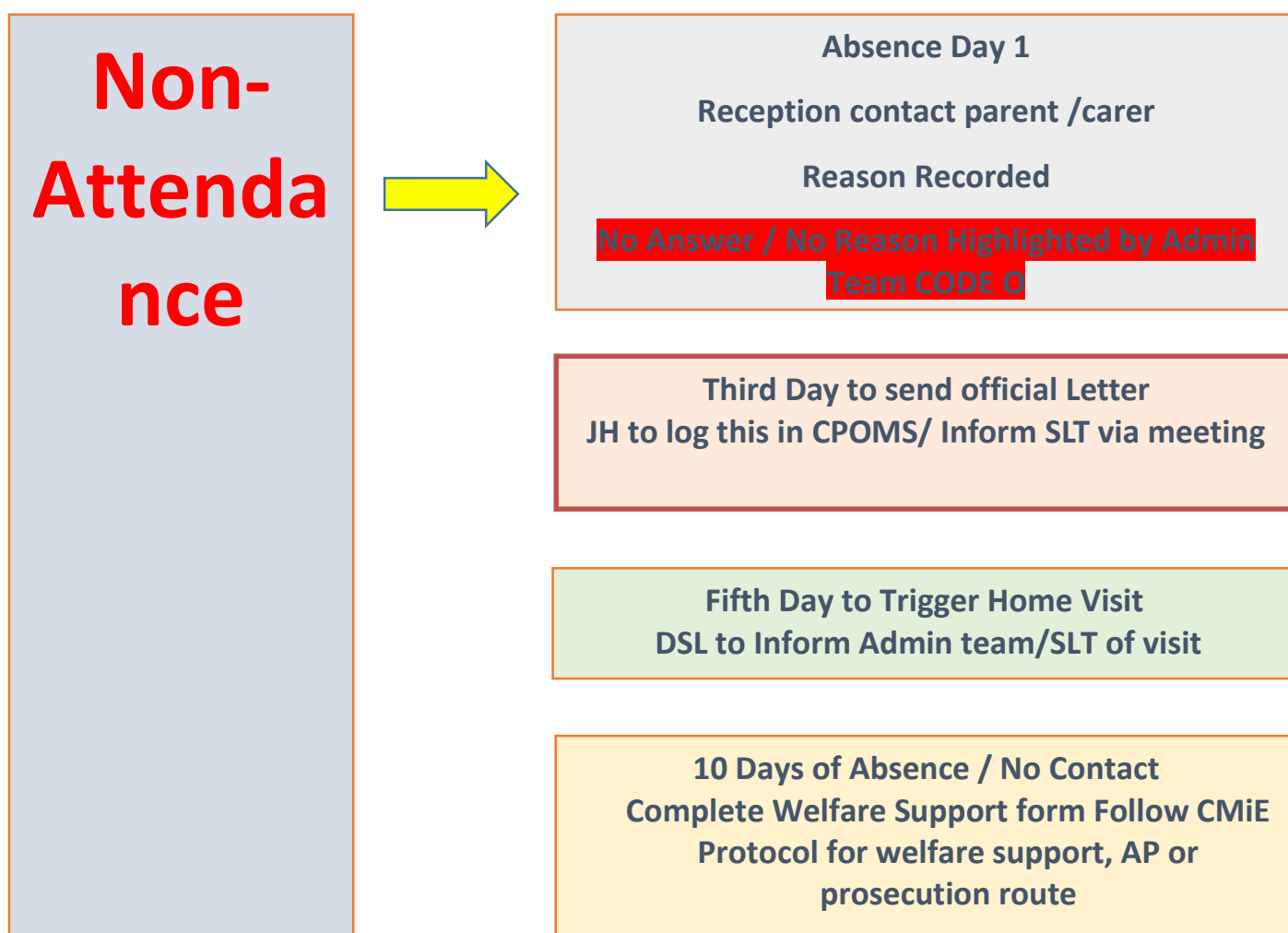


Absent – unauthorised absence		
G	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes
O	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
U	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
Administrative codes		
Z	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays



Appendix 2: Attendance/absences protocol:

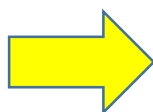
Standard Procedure	High-risk pupils (in the register/with plan)
<ul style="list-style-type: none"> Daily follow-up phone calls (only for three consecutive days) After three days of unauthorised absence, JH will send a follow-up letter to guardian via post and email, pupil will be referred to DSL via CPOMS Five days of unauthorised absence, home visit by DSL 10 days absence- referral to Attendance services by completing the Welfare Form. 	<ul style="list-style-type: none"> Day one – phone call and deputy DSL will conduct home visit and set-up a 3-day monitoring plan Five days of unauthorised absence, DSL will request external professionals including Local Authority for joint visit and action plan ensure that pupil return to school as soon as possible 10 days absence- referral to Attendance services by completing the Welfare Form.





For high-risk pupil flow-chart:

**Non-
Attendance**



Day 1 unauthorised absence

Reception contact parent /carer

Reason Recorded

**Day 2 of unauthorised absence, deputy DSL will
immediately conduct a home visit**

**Day 5 of unauthorised absence, DSL will request
external professionals including police and Local
Authority for joint visit and action plan to ensure
that pupil return to school as soon as possible**

JH to log this in CPOMS/ Inform SLT via meeting

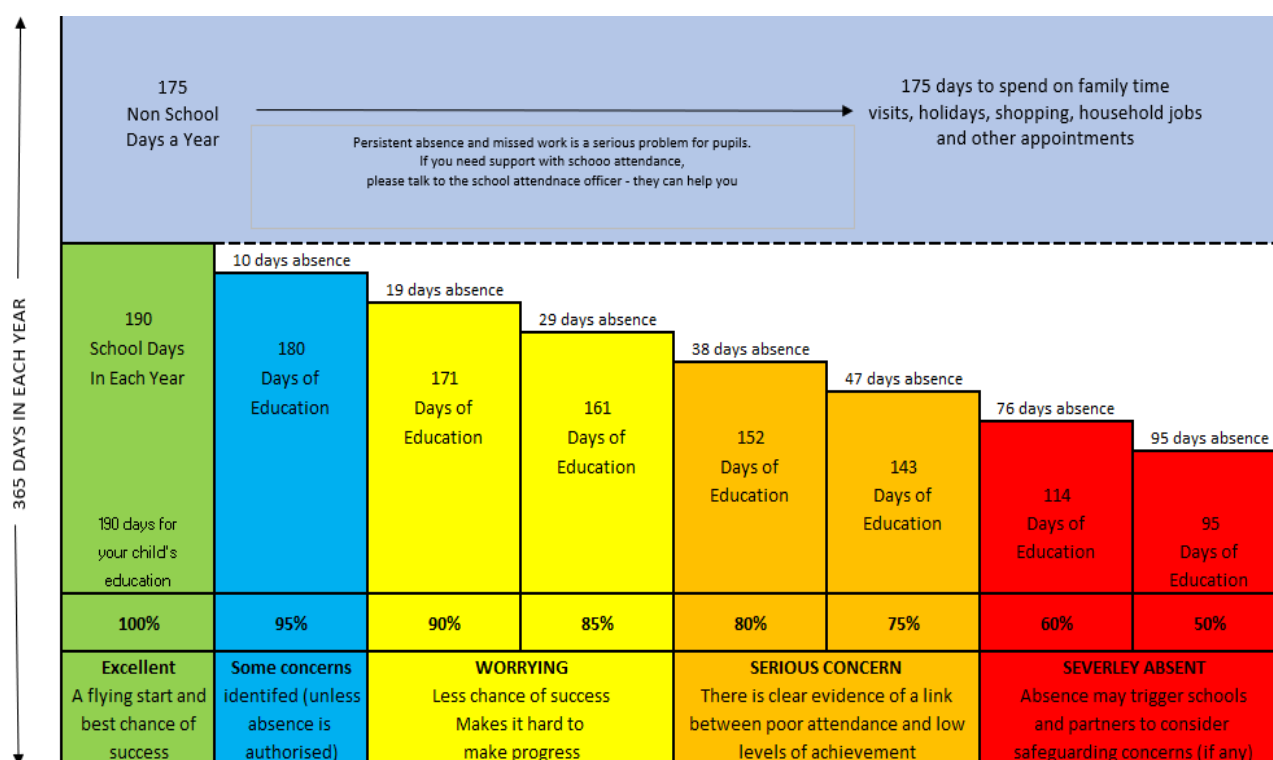
**10 Days of Absence / No Contact
Complete Welfare Support form Follow CMiE
Protocol for welfare support, AP or
prosecution route**



Attendance is Everyone's Business!

Read:

- Attendance Policy
- Record and report
- Follow SMBC protocol
- Read 'Working together to improve school attendance.'
- Check <https://www.sandwellcsp.org.uk/>



Attendance Policy September 2025

