

COPPICE
PRIMARY SCHOOL

Attendance Policy

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Aspire, Believe, Achieve and Thrive











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1. Aims

This policy aims to show our commitment to meeting our obligations with regards to school attendance, including those laid out in the statutory guidance on Working together to improve school attendance from the Department for Education (DfE). We aim to achieve this through our whole-school culture and ethos that values good attendance, which includes:

- 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.

2. Legislation and guidance

This policy is based on the DfE's statutory guidance on Working together to improve school attendance and School attendance parent/careral responsibility measures. The guidance is based on the following pieces of legislation, which set 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 School Attendance (Pupil Registration) (England) Regulations 2024
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013
- The Equality Act 2010

It also refers to:

- School census guidance
- Keeping Children Safe in Education
- Mental health issues affecting a pupil's attendance: guidance for schools

- Ofsted's 2025 framework toolkit

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 parent/carers/carers
- Making sure school leaders fulfil expectations, statutory duties and comply with the law on school attendance, 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
- 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 Executive Headteacher to account for the implementation of this policy
- Ensure the link governor for safeguarding includes attendance as part of their monitoring procedures

3.2 The Executive Headteacher

The Executive Headteacher is responsible for:

- The 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 penalty notices, where necessary, and/or authorising the head of school to be able to do so
- Working with the parent/carers/carers 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

- Communicating the school's high expectations for attendance and punctuality regularly to pupils and parent/carers/carers through all available channels
- Sharing information from the school register with the local authority, including:
  - Notifying the local authority when a pupil's name is added to or deleted from the school admission register outside of standard transition times
  - Providing the local authority with the details of pupils who fail to attend school regularly, or who have been marked with an unauthorised absence for a continuous period of 10 school days
  - Providing the local authority with the details of pupils who the school believes will miss 15 days consecutively or cumulatively because of sickness

3.3 The designated senior leader responsible for attendance

The Designated Senior Leader (also known as the 'senior attendance champion') is responsible for:

- Leading, championing and improving attendance across the school
- Setting a clear vision for improving and maintaining good attendance
- Evaluating and monitoring expectations and processes
- Having a strong grasp of absence data and oversight of absence data analysis
- Regularly monitoring and evaluating progress in attendance
- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff
- Liaising with pupils, parent/carers/carers and external agencies, where needed
- Building close and productive relationships with parent/carers/carers to discuss and tackle attendance issues
- Creating intervention or reintegration plans in partnership with pupils and their parent/carers/carers
- Delivering targeted intervention and support to pupils and families

The designated senior leader responsible for attendance is the Head of School and can be contacted via the school office 0208 7080740 and/or admin@coppice.redbridge.sch.uk

3.4 The Attendance Officer

The school attendance officer is responsible for:

- Monitoring and analysing attendance data (see section 9)
- 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 headteacher
- Working with education welfare officers to tackle persistent absence
- Advising the head of school (authorised by the executive headteacher) when to issue fixed-penalty notices

The Attendance officer can be contacted via the school office 0208 7080740 and/or admin@coppice.redbridge.sch.uk

3.5 Class teachers

Class teachers are responsible for recording attendance for both morning and afternoon sessions on a daily basis, using the correct codes for present and not present (see Appendix 1), and submitting this information to the school office within 10 minutes of the start of the school day and 10 minutes of the start of the afternoon session. The school office will add all other appropriate codes.

3.6 School Admin Staff

School Admin Staff will:

- Take calls from parent/carers/carers about absence on a day-to-day basis and record it on the school system
- Transfer calls from parent/carers/carers to the Senior Safeguarding Team where appropriate, in order to provide them with more detailed support on attendance

3.7 Parent/carers

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

- All natural parent/carers, whether they are married or not

- All those who have parent/careral 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)

Parent/carers are expected to:

- Make sure their child attends every day on time
- Call the school to report their child's absence before 8:30am on the day of the absence and each subsequent day of absence, and advise when they are expected to return
- Provide the school with at least 2 emergency contact numbers for their child
- Ensure that, where possible, appointments for their child are made outside of the school day
- Work in partnership with the school to resolve issues which may lead to poor attendance
- Seek support, where necessary, for maintaining good attendance

3.8 Pupils

Pupils are expected to:

- Attend school every day, on time

3.9 Educational Welfare Officer (EWO)

The Educational Welfare Officer visits the school regularly to meet with the Senior Attendance Lead to discuss any concerns and follow up the progress of individual pupils' attendance and punctuality. During the meeting the following information collected:

- Attendance record for any child with less than 90% attendance
- Attendance records for any child whose absence shows particular trends
- Attendance record for any child who has been frequently arriving at school late

Information is shared about previous cases and decisions taken about the next stages of intervention where this is appropriate. Decisions taken are recorded.

Following the meeting with the EWO, class teachers are notified of the outcome and agreed actions are discussed with the Head of school, Senior Leadership Team and Class Teacher, and followed up as appropriate.

4. Recording attendance

4.1 Attendance register

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

We will take our attendance register at the start of each morning session of each school day and once during each afternoon 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
- Attending a place other than school
- Absent
- Absent – unable to attend due to unavoidable causes

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 8:20 with a soft start and ends at 2:45.

Pupils must arrive in school by 8:30 on each school day.

The register for the first session will be taken at 8:30 and will be kept open until 8:40. The register for the second session will be taken at 12:15 for EYFS, 12:30 for Year 1, 12:40 for Year 2 and Year 3 and 1:00pm for Years 4, 5 and 6 and will be kept open for ten minutes.

4.2 Unplanned absence

The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 8:30 or as soon as practically possible, by calling the school office staff, who can be contacted via the school office on 0208 7080740 and/or admin@coppice.redbridge.sch.uk, or leave a voicemail or send a Parentmail.

There is an option to leave a voice message outside of office hours, please make sure you say the child's name and reason for absence clearly.

The school will mark absence due to physical or mental illness as authorised unless a child has attendance below 90%, has an absence longer than 3 days or the school has a genuine concern about the authenticity of the illness.

Following guidance from Redbridge Education and Welfare Service, where a child's attendance is below 90%, the absence is longer than 3 days or there are doubts about the authenticity of the illness including where an absence is immediately before or after a holiday 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.

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

Families often request authorised absence to attend a family emergency. When this happens, the school will ask for the confirmation email showing the date that your travel plans were booked. For any absence to be authorised bookings should have been made 48 hours or less before leaving. Travel plans booked more than a week before the emergency will not usually be authorised, particularly when the absence includes a period before or after a school holiday. Once the request is submitted with the required evidence, the school may decide to authorise some of the emergency absence.

4.3 Planned absence

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

This can be done by providing the school office with an appointment card or confirmation text message relating to the appointment. Authorisation will usually only be granted for part of the school day. Please note that absence to attend an appointment for a sibling or parent/carer will not be authorised.

We encourage parent/carers 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/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. See section 5 to find out which term-time absences the school can authorise.

4.4 Lateness and punctuality

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code

- After the register has closed at will be marked as either unauthorized late or absent, using the appropriate code

Persistent lateness does not constitute as full attendance, if a child arrives at school more than 30 minutes after the start of a school session, this will be recorded as an unauthorised late or an absence.

Parent/carers/Carers must provide a written or verbal reason for a child's lateness. A record will be kept of child who arrive consistently late and the school will discuss punctuality concerns with the parent/carers and carers and EWO.

4.5 Following up unexplained 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 will send an SMS asking the family to make contact with the school by 10:30. If we have not had contact by this time the school will conduct a home visit. The school may contact our EWO or other professionals e.g. social services or 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(s) for which the pupil was absent
- Call the parent/carer on each day that the absence continues without explanation, to make sure proper safeguarding action is taken where necessary
- Where relevant, report the unexplained absence to the pupil's social worker and/or youth offending team officer
- Where appropriate, offer support to the pupil and/or their parent/carers 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 the school may issue a notice to improve, penalty notice or other legal intervention
- Follow the procedures for Children Missing in Education

4.6 Reporting to parent/carers

The school will regularly inform parent/carers about their child's attendance and absence levels if there are any concerns e.g., if attendance falls below 90% or there is a pattern of absence. The school may also write to parent/carers/carers where attendance falls below 95% to offer support on improving attendance. All parent/carers/ carers will receive an attendance report at the end of the academic year with the child's end of year report.

5. Authorised absence

5.1 Approval for term-time absence

The head of school 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 for employment or for admission to another educational institution
- Study leave
- A temporary, time-limited part-time timetable
- Exceptional circumstances

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

We follow the guidance on 'exceptional circumstances' in the Redbridge Children's Services Attendance Strategy. The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. A maximum of 3 days will be authorised for exceptional circumstances. This could include rare and unexpected circumstances which are unlikely to reoccur. Examples include:

- Medical emergencies
- Family emergencies (e.g. death of a relative)

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

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.

Any request should be submitted as soon as it is anticipated and, where possible, at least 2 weeks before the absence, and in accordance with any leave of absence request form, accessible via the school office. The head of school may require evidence to support any request for leave of absence.

5.2 Other reasons for authorised absence

Other valid reasons for **authorised absence** include (but are not limited to):

- Illness (including mental-health illness) and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parent/carer(s) belong(s). If necessary, the school will seek advice from the parent/carer's religious body to confirm whether the day is set apart for religious observance
- Parent/carer(s) travelling for occupational purposes – a pupil is a mobile child if their parent/carer is travelling in the course of their trade or business and the pupil is travelling with them. In these circumstances a pupil will be considered as a mobile child, provided they are of compulsory school age and have no fixed abode and whose parent/carer is in a trade or business that requires them to travel from place to place
- If the pupil is currently suspended or excluded from school (and no alternative provision has been made)

5.3 Absences from the school site (which are not classified as absences)

The head of school will allow pupils to be absent from the school site for certain educational activities, or to attend other schools or settings. These are not classified as absences. Reasons include (but are not limited to):

- Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school
- Attending another school at which the pupil is also registered (dual registration)
- Attending provision arranged by the local authority
- Attending work experience
- If there is any other unavoidable cause for the pupil not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the school premises are closed

5.3 Unauthorised absences

Absence will be unauthorised when a child is absent for unacceptable reasons such as:

- family holidays in school time
- day trips
- shopping

6. Strategies for promoting attendance

We want our pupils to succeed and develop their skills. To do this, pupils need to avoid missing lessons and days of school as much as possible. As a school, we want to reward high attendance and not just penalise pupils for poor attendance.

Rewards and incentives are given to encourage children to want to be at school regularly and to get to school on time.

- Whole attendance is shared in the weekly celebration assembly
- Whole school parent/carermail is sent out to all parent/carers sharing class attendance percentages
- Any class who achieves 96% or above in a week receives a letter flag from the word Coppice. Once all of the letters are earned the class are given a 30 minute reward
- When a class has 100% attendance in a day, the class will be given a heart on the 100 square
- When a child achieves 100% attendance for a week they get a raffle ticket to be entered into the termly raffle
- Any pupil who achieves 100% attendance for a term will receive a certificate
- Any pupil who achieves 100% attendance for the whole of the academic year (1st September – 7th July) will be invited to a picnic with the SST and Attendance Officer in the penultimate week of school.

7. Supporting pupils with poor attendance

Our school will make use of the full range of support and 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.

7.1 Engagement with the Attendance Officer, Pastoral Team (SST) and EWO

The Attendance Officer and SST are available on the school gate daily to both remind families of the importance of children coming into school on time and also provide support to families struggling with attendance and punctuality. Parent/carers/carers are encouraged to engage with the school regarding attendance through:

- information being provided at new parent/carer/carer welcome meetings;
- attendance meetings for parent/carers/carers of children in reception;
- targeted support through parent/carering courses;
- letters encouraging parent/carers/carers to speak to the attendance officer and/or the EWO about ways the school can support them.

7.2 Notice to improve

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

A notice 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.

It will include:

- Details of the pupil's attendance record and of the offences
- The benefits of regular attendance and the duty of parent/carers 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, or prosecution considered, 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

7.3 Penalty notices

The head of school, local authority or the police can fine parent/carers 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, we will check with the local authority before doing so, and send the local authority 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/carer who is liable for the pupil's offence(s) can be issued with a penalty notice, but this will usually only be the parent/carer/parent/carers 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/carer must pay £80 within 21 days, or £160 within 28 days.
- If a **second** penalty notice is issued to the same parent/carer in respect of the same pupil, the parent/carer must pay £160 if paid within 28 days.
- A **third** penalty notice cannot be issued to the same parent/carer 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 parent/carers 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 parent/carers 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 support being provided, and do not count towards the limit as part of the escalation process.

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

7.4 Deletion of a child's name from the register

In most cases a child's name will only be removed from the school roll when they register at another school or education provision. However, a child's name may be removed from the school roll if they fail to return to school after 20 days unauthorised absence. Advice will be taken from the EWO.

8. Supporting pupils who are absent or returning to school

The school takes bespoke approach to each child with an emphasis on breaking down barriers to attendance, so that children are ready to learn, feel safe and grow in confidence. This includes children who are:

- **Absent due to complex barriers to attendance**
- **Absent due to mental or physical ill health**
- **Returning to school after a lengthy or unavoidable period of absence**

The school works together with families and children to attempt to remove and minimise in school barriers and support children in returning to school. Where barriers are outside of school, we would offer support to parent/carers to identify and attempt to these.

Strategies may include:

- Personalised, adjusted or part time timetables
- Personalised interventions and support
- Daily/weekly check ins
- Home visits
- Emotional Literacy Support
- Education Welfare Officer Support
- Home learning and access to resources
- Online learning
- Social groups for building self-esteem and securing friendships
- Buddy system
- Priority places in clubs and special events
- Seeking advice from external agencies
- Provide access and make referrals to wider support e.g. CAHMs. school nurse, Common Assessment Framework (CAF) referrals
- Working with and seeking advice from external agencies and professional

- Reward Chart
- Working with the Mental Health Support Team

These processes will be individually adapted where a child:

- has a Special Educational Need or Disability;
- is disadvantaged;
- is known (or previously known) to children's social care;
- has other barriers to attendance (e.g. young carers)

Part of Ofsted's criteria for 'expected standard' for attendance and bahaviour says that any reasonable adjustments and/or interventions should be timely and appropriate, well-chosen and targeted.

Where a pupil has an education health and care (EHC) plan and their attendance falls, the school will inform the local authority.

In cases of prolonged absence, or when a child is absent without notification, we will attempt to contact the child's parent/carers and alternative emergency contacts.

When deciding whether a child's absence should be considered prolonged, we will consider the:

- Patterns and trends in the child's absences and their personal circumstances (e.g. an ongoing medical need)
- Vulnerability of the child and their parent/carers, as well as the circumstances of their home life

We will also implement our safeguarding procedures (see our child protection/safeguarding policy) and refer any concerns to local children's social care and/or request a police welfare check.

9. Attendance monitoring

9.1 Monitoring attendance

The school will:

- Monitor attendance and absence data (including punctuality) weekly, half-termly, termly and yearly across the school and at an individual pupil, year group and cohort level.
- Identify whether or not there are particular groups of children whose absence may be a cause for concern

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.

9.2 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

9.3 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
- Provide targeted support to the pupils we have identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severed absence, and their families (see section 9.4 below)

- Provide regular attendance reports to staff to facilitate discussions with pupils and families, and to the governing board and school leaders (including special educational needs co-ordinator, designated safeguarding lead and pupil premium lead)
- 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

9.4 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 parent/carers 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 7, above)

10. Monitoring arrangements

This policy will be reviewed as guidance from the local authority and/or DfE is updated, and as a minimum three years by the Executive Headteacher and Head of School. At every review, the policy will be approved by the full governing board.

11. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy
- Medical needs Policy
- EYFS policy

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		
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/carer travelling for occupational purposes	Pupil is a 'mobile child' who is travelling with their parent/carer(s) who are travelling for occupational purposes
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
Absent – unable to attend school because of unavoidable cause		
Q	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Pupil is unable to attend as they are: • In police detention • Remanded to youth detention, awaiting trial or sentencing, or • Detained under a sentence of detention
Y6	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
Absent – unauthorised absence		
G	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school

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

Appendix A

Education Act 1996, Section 444 as amended by Section 82 and 109 of the Education and Inspection Act 2006 444 Offence: failure to secure regular school attendance of registered pupil

(1) If a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, the parent/carer is guilty of an offence.

(1a) If in the circumstance mentioned in subsection (1) the parent/carer knows that the child is failing to attend regularly at the school and fails to cause the child to do so, he/she is guilty of an offence.

(1b) It is a defence for the person charged with an offence under subsection (1a) to prove that there was a reasonable justification for their failure to cause the child to attend regularly at school

(2) Subsections (2a) to (6) below apply in proceedings for an offence under this section in respect of a child who is not a boarder at the school at which they are a registered pupil.

(2a) The child shall not be taken to have failed to attend regularly at the school by reason of the absence from the school at any time if the parent/carer/carer proves that at that time the child was prevented from attending by reason of sickness or any unavoidable cause.

(3) The child shall not be taken to have failed to attend regularly at the school by reason of their absence from the school
(a) with leave, or
(b) Any day exclusively set apart for religious observance by the religious body to which parent/carers belong.

Appendix B

Coppice Primary School

Request for leave of absence during term time

Pupils attend school for a maximum 190 days each academic year. Full attendance is vital for your child's educational progress. The school regards absences as a very serious concern and there is an overwhelming connection between those students who are frequently absent and those who go on to underachieve in examinations.

The school will only grant leave in term time in the most exceptional circumstances. Leave taken without permission of the Head Teacher will be recorded as unauthorised, and you may be liable to pay a Penalty Notice of £80 fine per child per parent (rising to £160 if not paid within 21 days).

Extended leave may result in your child being removed from the school roll.

Pupils Full Name		
Date of birth		
Class		
Name of Parent/Carer 1		
Phone number of Parent/Carer 1		
Name of Parent/Carer 2		
Phone number of Parent/Carer 2		
Full Address (including postcode)		
Emergency contact number		
Date of absence from/to		
Reason of absence		
If going out of country or borough, please state where		
Are you aware of your child's current attendance & punctuality (%)	YES	NO
I HAVE READ AND UNDERSTOOD AND THE ABOVE INFORMATION	YES	NO
Parent/Carer Signature:		

Appendix C

Exceptional Circumstances and Special Considerations for Leave

- The Executive Headteacher and Head of School cannot forego his/her discretionary powers, however the following will be considered for leave:-
- The death of a close family member.
- Sudden loss of housing through eviction or domestic violence up to a maximum of 3 days.
- Out of school activities such as music, arts or sport operating at a high standard of achievement and agreed by the L.A. The EWO will advise schools on individual circumstances.
- Time off relating to Child Entertainment Performances, which is subject to a license being issued by the EWO.
- Religious observance subject to a maximum number of 3 days. Pilgrimages (for example, Lourdes, Mecca, Rome or Jerusalem) are not religious observance that require absence during school term time.

Specific Circumstances not Included on the List

- Illness of a relative-leave will not be granted for the illness of a relative unless the Executive Headteacher or Head of School is convinced that the circumstances are truly exceptional.
- Prison visits - most prison visits can be achieved during weekends and holidays, but there may be exceptions when for example a parent/carer is held in a prison a long way from home and when a head believes there is a justification to grant a days leave.
- Weddings of parent/carers and siblings- If the Executive Headteacher or Head of School is convinced that there is a persuasive reason as to why a wedding cannot be held out of school time 1 day's leave will be granted.

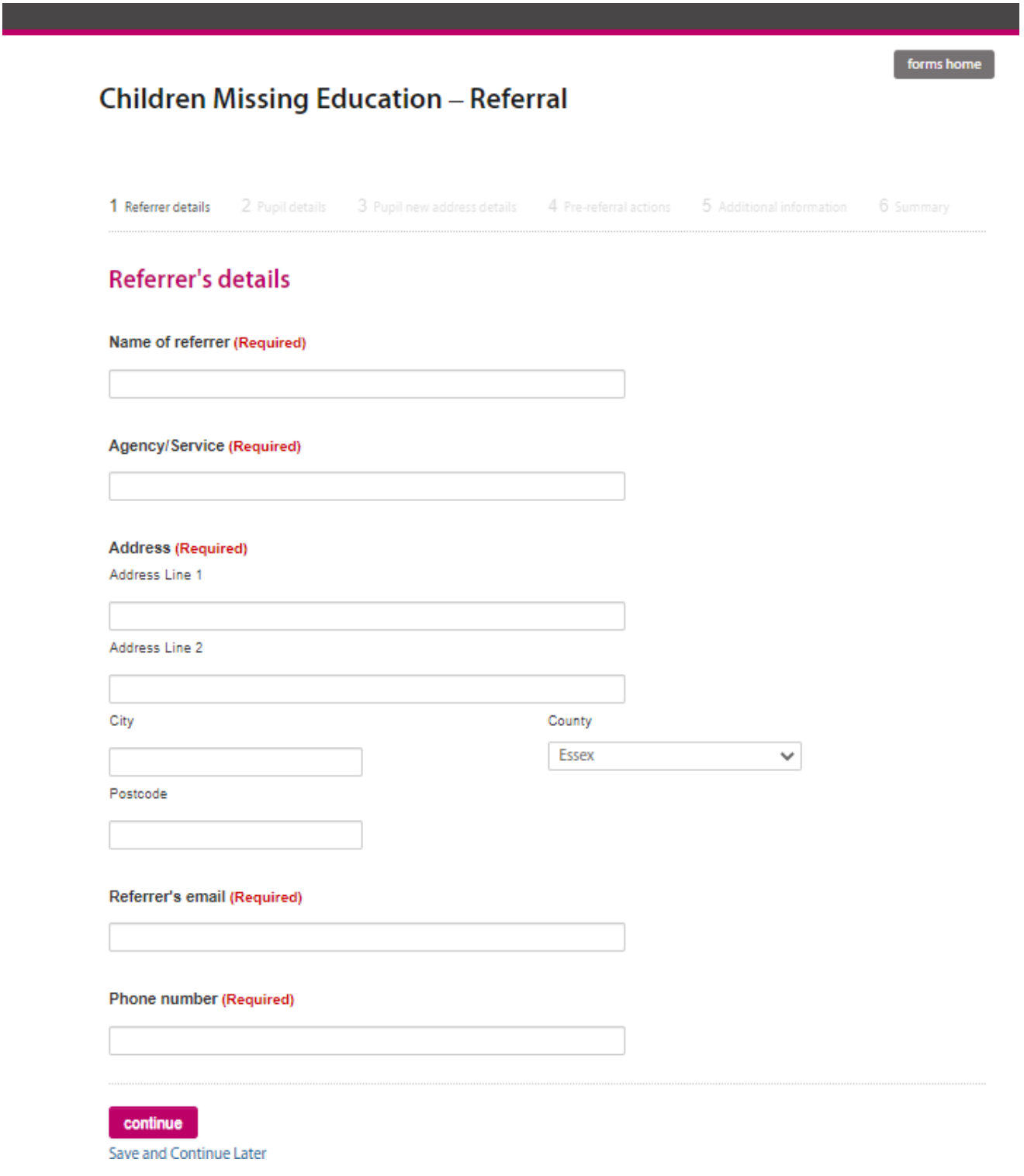
Where the Executive Headteacher or Head of School is exercising discretion, a maximum number of 3 days is permitted.

Appendix D

CME REFERRALFORM

Notification of Statutory School Aged Young Person Believed Missing from Education

All sections must be appropriately completed for this referral to be accepted.Please return completed form electronically to cme@redbridge.gov.uk



forms home

Children Missing Education – Referral

1 Referrer details 2 Pupil details 3 Pupil new address details 4 Pre-referral actions 5 Additional information 6 Summary

Referrer's details

Name of referrer (Required)

Agency/Service (Required)

Address (Required)

Address Line 1

Address Line 2

City

County

Essex

Postcode

Referrer's email (Required)

Phone number (Required)

continue

Save and Continue Later