

Eastbrook School



ATTENDANCE POLICY

Date of Issue:	September 2024
Issued By:	Deputy Headteacher Inclusion
Review Date:	September 2025

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Eastbrook School Attendance Policy

Eastbrook School is committed to ensuring that every student reaches their full potential. Students will be supported and encouraged to do this. Absence is one of the main barriers to achievement and personal development. If a student misses school, they miss out on the enrichment experiences within the school community.

Any absence affects the pattern of a student’s learning and regular absence will seriously affect their progress. Student’s absence disrupts teaching routines and so may affect the learning of others in the same class.

Ensuring a child’s regular attendance at school is a parent’s legal responsibility and permitting absence from school without a good reason is an offence in law and may result in prosecution.

Students should never have unauthorised or unexplained absences and should aim for 100% attendance. Any student whose attendance is below 96% would be a concern for the school.

Authorised absences can also be of concern to the school, particularly if they result in an attendance of below 96% across the year.

The school has targets to improve attendance and students have an important part to play in meeting these targets. Through the school year we monitor absences and punctuality to show us where improvements need to be made.

We regularly update students and parents on the attendance of students and update staff and governors regularly on whole school attendance figures and trends.

Attendance	Rating
100%	Perfect Attendance
98% +	Excellent Attendance
96% +	Good Attendance
92% - 96%	Concerning
Below 92%	Cause for Concern

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 students
- Encourage students to attend school always, through building a positive culture around attendance.
- Ensure that students, families and staff, see punctuality and attendance, as equally important.
- Improve the quality of students' learning and outcomes, by ensuring they are in school.
- Promoting good attendance and the benefits of good attendance
- Remove barriers to attendance for those students whose attendance does not meet our standard
- Reducing absence, including persistent and severe absence
- Ensuring every Student has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families and our community to make sure students have the support in place to attend school

We will also promote and support punctuality in attending all lessons on time.

2. Legislation and guidance

This policy is based on the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#) and [school attendance parental 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 Education \(Student Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, and 2016 amendments\)](#)
- [The School Attendance \(Student Registration\) \(England\) Regulations 2024](#)
- <https://www.legislation.gov.uk/uksi/2006/1751/contents> [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013 and the 2024 amendment](#)
<https://www.legislation.gov.uk/uksi/2013/757/regulation/2/made> It also refers to:
 - [School census guidance](#)
 - [Keeping Children Safe in Education](#)
 - [Mental health issues affecting a student's attendance: guidance for schools](#)

3. Roles and responsibilities

3.1 The Governing Body

The governing board is responsible for:

- Setting high expectations of all school leaders, staff, students 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 students, 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 students who need it most by prioritising staff and resources

- Making sure the school has high aspirations for all students, but adapts processes and support to students' individual needs
- Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual students 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 students' 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 students, 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 headteacher to account for the implementation of this policy

3.2 The Headteacher

The 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 students
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary, and/or authorising the school attendance officer to be able to do so
- Working with the parents of students with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for students with SEND, including where school transport is regularly being missed, and where students with SEND face in-school barriers
- Communicating with the local authority when a student with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the student's needs
- Communicating the school's high expectations for attendance and punctuality regularly to students and parents through all available channels

3.3 The designated senior leader responsible for attendance (Senior Attendance Champion)

The designated senior leader 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 students, 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 students and their parents/carers
- Delivering targeted intervention and support to students and families

The designated senior leader responsible for attendance is the Deputy Headteacher for Inclusion

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 headteacher
- Working with education welfare officers to tackle persistent absence
- Advising the headteacher/ deputy headteacher when to issue fixed-penalty notices

3.5 Staff

Class Teachers

- Recording attendance for each school sessions that they are responsible for students, promptly and without exception.
- Using the correct codes, and submitting this information to the school registry, within the first 5 minutes of any taught session.
- Logging any concerns surrounding patterns of poor attendance as safeguarding concerns.

Form Tutors

- Holding weekly conversations surrounding both individual attendance and form/year group attendance, through our designated weekly attendance slot at form time.
- Delivering the pastoral curriculum surrounding attendance during designated sessions.

Pastoral Leaders

- Building a positive culture surrounding attendance through assemblies, resources in our pastoral curriculum and the issuing of rewards.
- Supporting the attendance team and senior leaders in contacting parents, meeting with parents, and agreeing attendance support plans with students and their families.

3.6 Admin staff

School admin staff will:

- Take calls from parents/carers about absence on a day-to-day basis and record it on the school system.

3.7 Parents

Eastbrook school and the Government expect parents to perform their legal duty by ensuring their children attend school regularly.

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 every day on time
- Contact the school to report their child's absence before 9am 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
- Provide evidence to validate periods of absence, such as medical notes, if requested by the attendance team.
- 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 HOY / Pastoral leads or attendance officer.

3.8 Students

Students are expected to:

- Attend school every day, on time (Primary / Secondary / Sixth Form)
- Attend every timetabled session on time (Secondary/Sixth Form)

3.9 Safeguarding and Attendance

All children, regardless of their circumstances, are entitled to a full-time education which is suitable to their age, ability, aptitude and any special educational needs they may have.

Children who are repeatedly going missing can act as a warning sign of a range of safeguarding issues. This may include abuse and neglect, which may include sexual abuse or exploitation and child criminal exploitation.

It may indicate:

- Mental health problems
- Risk of substance misuse
- Risk of travelling to conflict zones
- Risk of female genital mutilation (FGM)
- Risk of forced marriage

Early intervention is necessary to identify and prevent risks of a child going missing in the future. Any concerns regarding children missing from education should be reported to the Designated Safeguarding Leads, who will follow safeguarding procedures and liaise with the LBB D CME Team.

Procedure for unauthorised absence and for dealing with children who go missing from education: If on the third day of absence, no reason has been given for the absence and there has been no response from a parent/carer, a home visit will be conducted by Attendance Officer and member of the safeguarding team.

In line with our Attendance Policy and LBB D guidelines, the school Attendance Officer will inform the local authority when any pupil is removed from the admission register due to:

- Being home educated
- Having moved away from school and no longer attending
- Medically certified as not in a fit state to attend school
- Excluded from school Parents are expected to provide at least two emergency contacts for their child/ren.

Eastbrook School will inform the Local Authority of any pupil who fails to attend school regularly or is absent for a period of 10 school days or more. Any concerns regarding persistent lateness, persistent absence, patterns in absence, truancy, children not attending school, must be reported to the DSLs who will refer to Social Care as necessary and liaise with the Local Authority's CME Team.

For further information, please see DfE 'Children Missing Education' 'Missing Children's and Adults Strategy'

https://assets.publishing.service.gov.uk/media/66bf57a4dcb0757928e5bd39/Children_missing_education_guidance_-_August_2024.pdf

4. Recording attendance

4.1 Attendance register

We will keep an electronic attendance register and place all students 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 (Student Registration) (England) Regulations 2024, whether every Student is:

- Present
- 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 student is attending an approved educational activity
- The nature of circumstances, where a student 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 **Secondary School Day** starts at **8:40am** and ends at **3:10pm**.

The **Primary School Day** starts at **9:00am** and ends at **3:30pm**

Secondary AM registers open between 8:40am and 9:00am and close at 9:30am.

Primary AM registers open at 9:00am and close at 9:30am.

Secondary PM registers open at 2:10pm.

Primary PM registers open at 1:45pm.

4.2 Unplanned absence

The student's parent must notify the school of the reason for the absence on the first day of an unplanned absence by 9:00, or as soon as practically possible, by calling the school office staff. This can be done by:

- Phone call: 020 3780 3609 then press 1 for Primary reception or 2 for Secondary reception.
- Email: Primary primaryattendance@eastbrookschoo.org or Secondary attendance@eastbrookschoo.org

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 no reasons are given for the absence, this will be recorded as an unauthorised absence.

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

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised, and parents 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 student's parent notifies the school in advance of the appointment.

- All appointment cards, letters or doctor's notes can be emailed directly to Primary primaryattendance@eastbrooks.school.org or Secondary attendance@eastbrooks.school.org

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

The student's parent 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.

4.4 Lateness and punctuality

A Student who arrives late:

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

Secondary Only

Students who arrive late to **form time or lesson 3 & 5**, will be given an after-school detention that day. The sanction will be in line with the school behaviour policy, the student may be kept up into 4:00pm.

Students who arrive after **8.40am** are considered late to school.

Persistent lateness will result in students being placed onto report with their Heads of Year and may result in an attendance and punctuality plan being required of students and families, by senior leaders and the attendance officer.

Registers close at **9.30am**. Students who arrive to school after this time without a valid reason or prior agreement with the school, will remain in the standards room until the end of break time and parents will be contacted. They will be marked as present for those periods which they are in school but will still be given an unauthorised absence mark for the **am** period.

4.5 Following up unexplained absence

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

Primary

- Phone call the student's parent on the morning of the first day of unexplained absence to ascertain the reason. This is followed by a text message / email if there is no contact with parents.
- 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 3 working days after the session for which the student was absent.
- Contact the parent on each day that the absence continues, if they don't contact the school in the first instance each day. Make sure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer
- If no contact is made within 2 days, then a home visit will be made if appropriate
- Where appropriate, offer support to the student and/or their parents to improve attendance
- Identify whether the student needs support from wider partners, as quickly as possible, and make the necessary referrals

Secondary

- Text message / email the student's parent on the morning of the first day of unexplained absence to ascertain the reason. (A phone call will be made to any student that is on our live vulnerable list)
- 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 for which the student was absent
- Contact the parent on each day that the absence continues without explanation, to make sure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer
- If no contact is made within 3 days, then a home visit will be made if appropriate
- Where relevant, report the unexplained absence to the student's youth offending team officer
- Where appropriate, offer support to the student and/or their parents to improve attendance
- Identify whether the student needs support from wider partners, as quickly as possible, and make the necessary referrals

4.6 Home Visits

The Law and Best Practice

- Home visits are not required by statutory attendance law.
- However, they are good practice when concerning the welfare of students with sudden or substantial changes in their attendance or who qualify as severely absent and or who are classified as 'vulnerable' students.
- As such the attendance team regularly schedules home visits for students whose attendance is of significant concern, or who are vulnerable students.

When and Why Home Visits are Conducted

- Visits will always be conducted within school hours and on school days.
- Visits will be conducted when no contact with a family has been made for 3 consecutive days and the student has been absent.
- Visits beyond this point will be made based on needs assessed on a case-by-case basis.

- They will involve external agencies such as social workers.
- Visits are scheduled to address sudden changes in the attendance of students, sustained periods of non-attendance, or when a welfare concern arises, to check on the welfare of a student.
- Visits are conducted to gather information about the welfare and whereabouts of a student, to offer support and information to families and to gather information for sharing with other agencies, such as social care.
- Visits are also conducted to remind families and students of the school's desire to support and remain in contact with them, regardless of a student's historic attendance.

How Home Visits are Conducted

- Home visits are led by a member of the attendance team, usually the attendance officer, or a senior leader.
- Home visits are always conducted in pairs, to ensure the safety of staff.
- When conducting home visits the staff involved will attempt to verify the welfare of the student, not to conduct meetings, or challenge those at the home, regarding their attendance.
- Staff conducting home visits will not usually enter the home, and will never enter other than briefly, when invited, and only into communal spaces.
- Staff may provide information and documentation whilst on a home visit, if appropriate or required.
- Home visits take place at the discretion of the attendance officer and the Senior Leader responsible for attendance. For instance, if information is presented suggesting that a home visit may not be safe to attempt, the aforementioned may determine not to attempt a visit, even if the attendance criteria for a visit have been met.
- A generic Risk Assessment for home visits exists and is reviewed by the attendance officer before making a home visit to ensure that appropriate safeguards are in place and that any additional risks have been considered.

4.7 Reporting to parents

- Parents can check their child's attendance records at their own convenience via the Arbor app.
- Parents will receive half termly notification of their child's attendance via their child's half termly reports.
- Parents will receive a printout of attendance figures during parents evening. Parents can access this information live via their Arbor log in, at any time.

The school will regularly inform parents (see definition of 'parent', as used in this policy, in section 3.7 above) about their child's attendance and absence levels.

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

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

The headteacher will only grant a **leave of absence** to a Student 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 headteacher's discretion, including the length of time the student is authorised to be absent for.

We define 'exceptional circumstances' as "circumstances that could not be reasonably foreseen."

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

As a leave of absence will only be granted in exceptional circumstances, it is extremely 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 four weeks before the absence, and in accordance with any leave of absence request form, accessible via school website or in the school reception. The headteacher may require evidence to support any request for leave of 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 student's parent(s) belong(s). If necessary, the school will seek advice from the parent's religious body to confirm whether the day is set apart
- Parent(s) 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 student is attending educational provision
- If the Student is currently suspended or excluded from school (and no alternative provision has been made)

Other reasons the school may allow a student to be absent from the school site, which are not classified as absences, 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 student is also registered (dual registration)
- Attending provision arranged by the local authority
- Attending work experience
- If there is any other unavoidable cause for the student 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

5.2 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 headteacher (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 Student
- 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 student'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 Student, 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 Student 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 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 Student attends school.

They will include:

- Details of the Student'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

6. Strategies for promoting attendance

- Celebration on school website / newsletters
- Celebrate good attendance by displaying individual and class achievements.
- Reward good or improving attendance through class competitions, certificates, assembly celebrations and outings/events.
- Attendance contributes to the identification of students selected for reward trips
- Nudge messages celebrating excellent and improving attendance

7. Supporting students who are absent or returning to school

- Early identification through HOY meetings / ILT / SLT meetings
- Form tutor intervention – fortnightly focus students with regular parental contact
- Assistant HOY intervention – 6-week student focus group extracted from pastoral time
- HOY Intervention – Parent meetings / Initial concern letters / Support plans
- Attendance officer intervention – Attendance contract / Legal intervention

7.1 Students absent due to complex barriers to attendance / Students absent due to mental or physical ill health or SEND / Students returning to school after a lengthy or unavoidable period of absence

- Regular parental contact
- Support meeting held with parents
- Support plan put into place
- Referral to other external agencies as appropriate
- Phased return to school / adjustments to length of the school day
- Where a student has an education health and care (EHC) plan and their attendance falls, or the school becomes aware of barriers to attendance that related to the student's needs, the school will liaise the local authority

8. Attendance monitoring

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 Student, year group and cohort level. Specific Student information will be shared with the DfE on request. The school has granted the DfE access to its management information system so the data can be accessed regularly and securely.

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 students, groups or cohorts that need additional support with their attendance, and
- Identify students 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

- Develop targeted actions to address patterns of absence (of all severities) of individual students, groups or cohorts that it has identified via data analysis
- Provide targeted support to the students 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 form tutors, to facilitate discussions with students and families, and to the governing board and school leaders
- 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 student's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific students, where appropriate.

8.4 Reducing persistent and severe absence

Persistent absence is where a student misses 10% or more of school, and severe absence is where a student 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 students 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 students. In doing so, the school will sensitively consider some of the reasons for absence
- Implement sanctions, where necessary (see section 5.2, above)

8.5 Our 3 Stage Process for Improving attendance

Stage 1

- All students whose attendance is below 96% are reviewed weekly by the Senior Leader responsible for attendance and the Attendance Officer. Those students who do not have a legitimate medical or personal need, are issued 'Attendance Concern Letter 1'.
- The attendance of students who have received this letter is reviewed over the two weeks following the delivery of this letter. If attendance is found to improve in this time, action is paused until further absences occur.

Stage 2

- If attendance does not improve during this period, students and their families will need to meet with their Head of Year to sign an attendance support plan. These plans provide various forms of support and interventions, along with a fixed review period of 2 to 4 weeks. During this time, the student and their family must actively engage with the approved plan to pause any further actions.

Stage 3

- If attendance does not improve during this period, students and their families must meet with the Attendance Officer and the Senior Leader responsible for attendance. This will be the last chance to engage with the school's support plan before a fixed penalty notice is

issued. Attendance will be reviewed again after a decided period (2-4 weeks). If attendance improves after this meeting, any actions will be paused until there are further absences. If attendance does not improve, the school will work with the local authority to issue penalty notices to parents or guardians, as they are legally required to ensure their child attends school.

9. Monitoring arrangements

This policy will be reviewed as guidance from the local authority and/or DfE is updated, and as a minimum each academic year by the Senior Attendance Champion. At every review, the policy will be approved by the full governing board.

10. Links with other policies

This policy links to the following policies:

<https://www.eastbrookschool.org/assets/Documents/Attachments/Safeguarding-Policy-September-2024.pdf>

<https://www.eastbrookschool.org/assets/Documents/Attachments/Behaviour-Policy-April-2024.pdf>

Appendix 1: attendance codes

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

Code	Definition	Scenario
/	Present (am)	Student is present at morning registration
\	Present (pm)	Student is present at afternoon registration
L	Late arrival	Student arrives late before register has closed
Attending a place other than the school		
K	Attending education provision arranged by the local authority	Student 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	Student is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Student is participating in a supervised sporting activity approved by the school
W	Attending work experience	Student is on an approved work experience placement
B	Attending any other approved educational activity	Student is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Student 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	Student is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Student is at a medical or dental appointment
J1	Interview	Student has an interview with a prospective employer/educational establishment

S	Study leave	Student has been granted leave of absence to study for a public examination
X	Not required to be in school	Student of non-compulsory school age is not required to attend
C2	Part-time timetable	Student is not in school due to having a part-time timetable
C	Exceptional circumstances	Student has been granted a leave of absence due to exceptional circumstances
Absent – other authorised reasons		
T	Parent travelling for occupational purposes	Student is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Student is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Student is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Student 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	Student is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Student 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	Student is unable to attend because of widespread disruption to travel caused by a local, national or international emergency

Y3	Part of school premises closed	Student 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 Student absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Student is unable to attend as they are: <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	Student'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	Student 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	Student has arrived late, after the register has closed but before the end of session
Administrative codes		
Z	Prospective Student not on admission register	Student 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

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