

Student Attendance Policy

Kellington Primary School

Kellington Primary School



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1. Guiding Principles in Student Attendance

Working Together to Improve School Attendance (DfE): 'The barriers to accessing education are wide and complex, both within and beyond the school gates, and are often specific to individual pupils and families. The foundation of securing good attendance is that school is a calm, orderly, safe, and supportive environment where all pupils want to be and are keen and ready to learn.' Securing good attendance... cannot solely be the preserve of a single member of staff, or organisation, it must be a concerted effort across all teaching and non-teaching staff in school, the trust or governing body, the local authority, and other local partners. '

The Trustees of the STAR Multi-Academy Trust and Kellington Primary School's Local Governing Body are committed to:

- Meeting our statutory obligations with regard school attendance;
- Promoting good attendance and reducing absence, including persistent absence;
- Ensuring every pupil has access to full-time education to which they are entitled;
- Acting early to address patterns of absence;
- Raising awareness of the effects of absence and lateness;
- Ensuring effective systems are in place to monitor absence and to address any underlying barriers that students face; and
- Establishing effective systems for incentives and rewards that acknowledge the efforts of young people to improve their attendance and timekeeping.

We will also support parents to perform their legal duty to ensure their children of compulsory school age attend regularly, and will promote and support punctuality in attending lessons.

The guiding principles and detail under which our Student Attendance Policy has been developed and operated are as follows and have been agreed by the Trust Board and Local Governing Body:

Leadership and Management:

1. Offer a clear vision for attendance, underpinned by high expectations and core values, which are communicated to and understood by staff, pupils and families.
2. Develop and maintain a whole school culture that promotes the benefits of high attendance.
3. Make sure staff, pupils and families understand that absence from school is a potential safeguarding risk and understand their role in keeping children safe.
4. Expect good attendance and punctuality from all members of the school community and make sure that pupils understand its importance.
5. Convey clear messages about how absence affects attainment, wellbeing and wider outcomes.
6. Empower *all school staff* to take responsibility for attendance.
7. Recognise attendance as an important area of school improvement. Make sure it is resourced appropriately (including through effective use of pupil premium funding) to create, build and maintain systems and performance.
8. Have a designated attendance champion in the senior leadership team with clearly assigned responsibilities which are identified within the attendance policy, escalation of procedures and school development plan.
9. Make sure staff receive professional development and support to deploy attendance systems effectively.
10. Ensure Governors have an accurate view of school attendance and engage in escalation procedures where appropriate.
11. Fully collaborate with all aspects of the local authority Attendance Support arrangements to ensure best possible impact at school, local and regional level

Inclusion:

1. All schools must maintain the same ambition for attendance for all pupils including those with complex or specific needs and work with pupils and parents to maximise attendance.
2. Whilst every pupil has a right to a full-time education and high attendance expectations should be set for all pupils, this attendance policy should account for the specific needs of certain pupils and pupil cohorts.

3. The policy should be applied fairly and consistently but in doing so schools should always consider the individual needs of pupils and their families who have specific barriers to attendance.
4. In development and implementation of their policy, schools should always consider their obligations under the Equality Act 2010 and the UN Convention on the Rights of the Child.

Relationships and Communication:

1. Build respectful relationships with staff, pupils, families and other stakeholders in order to secure their trust and engagement. Make sure there is a welcoming and positive culture across the school.
2. Communicate openly and honestly with staff, pupils and families about their expectations of school life and performance so that they understand what to expect and what is expected of them.
3. Liaise with other agencies working with pupils and their families to support attendance, for example, where a young person has a social worker or is otherwise vulnerable.
4. Model respectful relationships and appropriate communication for staff and pupils. This will help relationships between pupils and staff to reflect a positive and respectful culture. All staff members should:
 - treat pupils with dignity, build relationships rooted in mutual respect and observe proper boundaries
 - take into consideration the vulnerability of some pupils and the ways in which this might contribute to absence, handling confidential information sensitively
 - understand the importance of school as a place of safety where pupils can enjoy trusted relationships with staff and pupils particularly for children with a social worker and those who have experienced adversity
 - communicate effectively with families regarding pupils' attendance and well-being
5. Parents and carers should:
 - treat staff with respect
 - actively support the work of the school
 - call on staff for help when they need it
 - communicate as early as possible circumstances which may affect absence or require support

Systems and Data:

1. Use clear and consistently applied systems and processes to improve, reward and incentivise attendance and address absences. Make sure these systems are inclusive and appropriate for all pupils.
2. Make sure escalation procedures to address absence are initiated proactively, understood by pupils and families, implemented consistently and their impact reviewed regularly.
3. Every member of staff should know and understand their responsibilities for attendance.
4. Robust school systems provide useful data at cohort, group and individual pupil level to give an accurate view of attendance, reasons for absence and patterns amongst groups such as:
 - children who have a social worker including looked-after children young carers
 - children who are eligible for free school meals
 - children who speak English as a second language
 - children who have special educational needs and disabilities
5. Monitor and analyse attendance data regularly to allow early intervention to address issues. This includes raising concerns with other agencies such as children's social care and early help services which are working with families.
6. Attendance leaders may consider providing regular reports to staff across the school to enable them to track the attendance of pupils and to implement attendance procedures.
7. School attendance, safeguarding and pastoral support policies should clearly outline:
 - o the key principles
 - o rules pupils need to follow
 - o routines
 - o consequence systems
8. The escalation of procedures to address absence needs to be:
 - o understood by pupils, parents and carers
 - o implemented consistently
 - o reviewed regularly

Intervention:

1. Deliver intervention in a targeted way, in response to data or intelligence.
2. Monitor and analyse attendance data regularly 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).
3. Use attendance, pastoral and SEND staff who are skilled in supporting pupils and their families to identify and overcome barriers to attendance.
4. Recognise children missing education can act as a vital warning sign to a range of safeguarding issues including neglect, sexual abuse and child sexual and criminal exploitation.
5. Create action plans in partnership with families and other agencies that may be supporting families, for example, children's social care and early help services. Commission or deliver interventions to improve attendance.
6. Monitor the impact of any intervention, making adjustments if necessary and using findings to inform future strategy.
7. Where interventions fail to address attendance issues, identify the reasons why and, where appropriate, change or adjust the intervention.
8. Follow local authority codes of conduct, policies and procedures and make referrals for statutory intervention when interventions have not resulted in improved attendance and relevant triggers / thresholds are met.

2. Legislation and guidance

This policy meets the requirements of the current [school attendance guidance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). It is aligned to meet the revised guidance which comes into effect September 2022 and is planned to be statutory September 2023. These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- [Framework for Securing Full Attendance – actions for schools and local authorities](#)
- [Working Together to Improve 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 Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

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

3. Roles and responsibilities

The named responsible contact for parents with regard student attendance is: Mrs Houlden

The school senior leader designated attendance champion is: Mrs Houlden

3.1 The Governing Board

The governing body is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the headteacher to account for the implementation of this policy. It reports on these figures to the Trust Board.

Our link governor for attendance, at Kellington Primary School, is Mrs Caroline Gilley.

3.2 The headteacher

The headteacher 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
- Issuing fixed-penalty notices, where necessary

3.3 The attendance officer and school admin team

The school attendance officer:

- Monitors attendance data across the school and at an individual pupil level
- Reports concerns about attendance to the headteacher
- Works with Early Help and other NYCC officers to tackle persistent absence
- Arranges calls and meetings with parents to discuss attendance issues
- Advises the headteacher when to issue fixed-penalty notices

The admin team:

- Admin staff are expected to take calls from parents about absence and record it on the school system.
- Admin staff to check registers are complete and correct, when they close at 8:55am.
- Admin staff to call parents/carers of any children absent, with no contact made.
- Admin staff to inform the attendance officer of any concerns eg. no contact made or the absence of identified persistent absentees.
- Admin staff to complete the necessary paperwork and send to parents, when directed by the headteacher regarding attendance issues eg. fixed-penalty notices.

3.4 Class Teachers/HLTAs/Teaching Assistants

- Classroom staff are responsible for recording attendance on a daily basis.
- Classroom staff are responsible for completing the register by 8:55am.
- Classroom staff are responsible for ensuring they complete the register, accurately identifying if children are present or absent.
- Classroom staff are responsible for knowing how many children are in their class and how many children are absent, each session of each day.

3.5 Pupils, Parents and Carers

Our pupils and their families have a responsibility to themselves and others to play a positive role in the life of the school and to make the most of the education opportunities available.

We ask that pupils will:

- Attend school and be on time.
- Be aware of the consequences of poor attendance eg. the learning they will miss.
- Arrive for school punctually.
- Not leave school without permission.
- Inform a trusted adult if they feel that they are unable to attend school for any reason such as bullying.

4. Recording attendance

4.1 Attendance register

We will keep an 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 whether every pupil 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 keep every entry on the attendance register for 3 years after the date on which the entry was made.

Pupils must arrive in school by 8.45am on each school day.

The register for the first session will be taken at 8.45am and will be kept open until 8:55am. The register for the second session will be taken at 12.45pm and will be kept open until 12.55pm.

4.2 Unplanned absence

- The pupil's parent/carer must notify the school on the first day of an unplanned absence by 8.45am or as soon as practically possible (see also section 7).
- The pupil's parent/carer should phone the school on 01977 661127 to inform us of the reason for absence.
- We will mark notified absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness.
- If the authenticity of the illness is in doubt, the school may ask the pupil's parent/carer to provide 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 parents/carers 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/carer notifies the school in advance of the appointment.

- To inform us of a planned absence please phone the school on 01977 661127 or email admin@kp.starmat.uk, in advance.

However, we encourage parents/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. Go to 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 (between 8.45 and 8:55am) will be marked as late, using the appropriate code
- After the register has closed (after 8:55am) will be marked as absent, using the appropriate code

To identify and respond to ongoing punctuality issues, we will track the punctuality on a half termly basis and will arrange to meet with parents to discuss, where concerns are identified.

4.5 Following up absence

Where any child we expect to attend school does not attend, or stops attending, the school will:

- Follow up on their absence with their parent/carer to ascertain the reason, by making first day contact from 8:55am, when the registers close. Children identified as vulnerable or persistent absentees are called first.
- New guidance states: Where absence is recorded as unexplained in the attendance register, the correct code should be inputted as soon as the reason is ascertained, but no later than 5 working days after the session.
- Ensure proper safeguarding action is taken where necessary
- Identify whether the absence is approved or not
- Identify the correct attendance code to use

4.6 Reporting to parents

We share attendance with parents/carers on their child's annual report. We also share and promote attendance on the newsletter, this is supported by positive motivators such as, information about the impact of missed time.

We report to individual families when attendance falls below identified thresholds or children are identified as persistent absentees.

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

The headteacher will only grant a leave of absence to pupils during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the headteacher's discretion and if a leave of absence is granted, it is for the headteacher to determine the length of the time the pupil can be away from school.

The STAR MAT Term time Leave of Absence Policy states that 'exceptional circumstances could include (evidence would be required in each case):

- Service personnel returning from a tour of duty abroad where it is evidenced that the individual would not be in receipt of any leave in the near future that coincides with school holidays.
- Where an absence from school is recommended by a health professional as part of a parent or child's rehabilitation from a medical or emotional issue.
- The death or terminal illness of a close family member.
- To attend the wedding or funeral of a close family member
- Other out of the ordinary or life changing events that affect the individual pupil in question or a close family member (such events to be decided upon at the discretion of the headteacher and/or the STAR MAT CEO)

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. As head teachers should only grant leaves of absence in exceptional circumstances it is unlikely a leave of absence will be granted for the purposes of a family holiday.

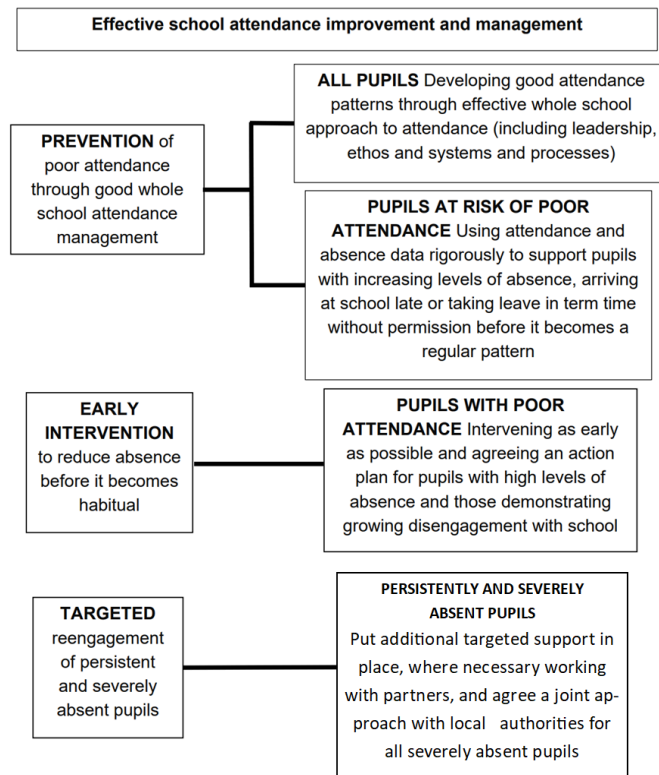
Valid reasons for **authorised absence** include:

- 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 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

Provision of work, including any remote education continuity during term-time absence will remain a local school decision. However, it is not expected that work would be provided for any unauthorised leave taken for holiday in term time.

5.2 Persistent and Severe Absence

Effective student attendance improvement and management is best facilitated through a proactive approach as laid out below:



- 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.
- The severe absence threshold is 50%. If a pupil's individual overall absence rate is greater than or equal to 50%, the pupil will be classified as a severe absentee.

Where a student's attendance is considered to be an area of concern, we will always look to engage to provide effective and timely support and improve attendance.

Our school Strategy For Reducing Persistent and Severe Absence is detailed under appendix 2.

5.3 Legal sanctions

The school or local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a fine, or penalty notice, each parent must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

Penalty notices can be issued by a headteacher, local authority officer or the police.

The decision on whether or not to issue a penalty notice may take into account:

- The number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where an excluded pupil is found in a public place during school hours without a justifiable reason

If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

6. Strategies for promoting attendance

At Kellington Primary School we promote attendance on the weekly newsletter, where we identify the class and whole school percentages. We support these figures with positive motivators, to inform parents/carers of the impact of missed time at school. We promote attendance during our weekly celebration assemblies by rewarding all classes with 100% attendance with a 15 minute star and those above 95% with a 10 minute star, where the class can use their accrued time as they choose.

7. Attendance monitoring

The attendance officer, or other named role at our school monitors pupil absence on a weekly basis, and any necessary actions will be promptly taken.

A pupil's parent/carer is expected to call the school in the morning if their child is going to be absent due to ill health (see section 4.2).

The pupil's parent/carer is expected to call the school each day their child is ill, unless a set period of time has been discussed on the initial phone call, for example, 48 hours for sickness or x amount of days for contagious illnesses.

If a pupil's absence goes above the stated days, the school will contact the parent/carer of the pupil, as if it were the first day of absence, to discuss the reasons for this.

If a pupil's absence continues to rise after contacting their parent/carer, we will consider involving the support of North Yorkshire Early Help service.

Pupil-level absence 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 closely scrutinise attendance data to:

- Track the attendance of individual pupils, cohorts and groups (including their punctuality);
- Identify whether or not there are particular groups of children whose absences may be a cause for concern;
- Monitor and evaluate those children identified as being in need of intervention and support;
- Help the school achieve its responsibilities under the Public Sector Equality Duty;
- Consider patterns and trends including within sessions in secondary schools;
- Conduct thorough analysis of half-termly, termly, and full year data to identify patterns and trends. This should include analysis of pupils and cohorts and identifying patterns in uses of certain codes, days of poor attendance and where appropriate, subjects which have low lesson attendance;
- Use this data analysis to provide regular attendance reports to class teachers or tutors to facilitate discussions with pupils and to leaders (including special educational needs coordinators, designated safeguarding leads and pupil premium leads).

Data will be benchmarked (at whole school, year group and cohort level) against local, regional, and national levels to identify areas of focus for improvement.

It will be regularly reviewed at Local Governing Body meetings as defined through the Trust Scheme of Delegation and Annual Agenda Planner. This will include thorough examination of recent and historic trends at a school level as well as benchmarking to comparator schools within the trust, local authority area, region and nationwide.

It is required that where any school in the Trust is struggling with their attendance, the Trust board and Governing Body would work with school leaders to develop a comprehensive attendance action plan to improve attendance. This should be evaluated and reviewed regularly. This may form part of a wider school improvement plan, including where appropriate school-to-school support from system leaders within the Trust or from the wider educational community.

8. Children Missing in Education or Elective Home Education

Children Missing in Education:

All children of compulsory school age, regardless of their circumstances, are entitled to an efficient, full time education which is suitable to their age, aptitude and any Special Educational Needs they may have. The Local Authority has a duty to meet the requirements and responsibilities from within the Children missing education – Statutory Guidance for local authorities (DfE Sept 2016) and comply with its duties under Section 436A of the Education Act 1996 by having in place arrangements to identify Children Missing Education.

To assist in its duties, North Yorkshire County Council (NYCC) has developed a [Children Missing Education Protocol](#), which is shared with all partners and stakeholders. All STAR Multi-Academy Trust schools follow the NYCC CME Protocol.

Elective Home Education:

Any parent has the right to remove their child from school and home educate them.

If any parent is considering this as an option, they must contact the school immediately to discuss the reasons and options for this choice.

Early Help will be informed and will make contact with the family to offer guidance and support. [NYCC Early Help](#)

Further information can be found at:- [Parents considering EHE](#)

9. Monitoring arrangements

This policy will be reviewed as guidance from the STAR Multi-Academy Trust, North Yorkshire County Council or the DfE is updated, and as a minimum 3 yearly by the Local Governing Body. The LGB will additionally consider that as the barriers to attendance evolve quickly, this policy should be reviewed and updated as necessary. At every review, the policy will be approved by the full Governing Body.

10. Links with other policies

This policy links to the following policies:

- STAR MAT Safeguarding Policy
- Behaviour policy
- STAR MAT Leave in Term-Time 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
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment

R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the school
Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed

Code	Definition	Scenario
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

Appendix 2: strategy for reducing persistent and severe absence

Where a pattern of absence is at risk of becoming, or becomes, problematic, our schools will draw on or hope to build positive relationships and listen to and understand the barriers to attendance the pupil or family is experiencing.

Schools will take into consideration the sensitivity of some of the reasons for absence and understand the importance of school as a place of safety and support.

Schools will:

- Support pupils and parents by working together to address any in-school barriers to attendance
- Where barriers are outside of the school's control, all partners should work together to support pupils and parents to access any support they may need voluntarily. As a minimum, this should include meeting with pupils and parents at risk of persistent or severe absence to understand barriers to being in school and agreeing actions or interventions to address them. This may include referrals to services and organisations that can provide support. These actions should be regularly discussed and reviewed together with pupils and families.'

Strategies deployed at Kellington Primary School for pupils/students whose attendance may cause concern:

At Kellington Primary School we take a proactive approach to ensuring all of our students attend, on time, with correct uniform and equipment ready for the start of each session.

1. For any student whose attendance and/or punctuality may begin to cause concern, we will:
 - Ensure prompt contact is made via an attendance/punctuality contact letter notifying concern in the first instance
 - Each communication with home would escalate where poor punctuality and / or attendance persists
 - These communications may include warning letters and notifications of action the school would be required to take if improvements are not made, in line with the school's statutory duties

At all times, communications will encourage parents/carers to discuss any issues they may have with responding to attendance targets.

2. Where a student's absence continues to cause concern and especially should it either fall below **90%** or be in danger of reaching this level (**persistent absence**), we will:
 - Request a meeting between parents/carers and the relevant pastoral lead to discuss the matter and look at strategies, and any support that the school can provide to help, according to knowledge of individual circumstances. A clear record of the meeting will be kept and agreed outcomes will be shared immediately after the meeting
 - Further to this we will consider implementing from within a bespoke range of strategies as available, based on detailed family knowledge and discussion of any barriers that may be preventing full attendance :
 - o Further meeting with parents/carers and child (where appropriate);
 - o Consideration of home visits;
 - o Drawing up an internal attendance contract;
 - o Regular monitoring and sharing of data;
 - o Ensure meetings are held to support pupils back into school following a lengthy or unavoidable period of absence and provide support to build confidence and bridge gaps;

- o Multi-agency strategy meetings as appropriate; this may also take the form of an agreed referral to the appropriate Early Help service;
- o Progressing to a legally binding *Education Supervision Order* in the Family Court if there is non-engagement and deemed necessary;
- o Where there are safeguarding concerns and an *Education Supervision Order* is not appropriate or has not been successful the case should be considered for s.17 or s.47 statutory social care involvement;
- o Where all other routes have failed or are not deemed appropriate, the case should be considered for *attendance prosecution* in the Magistrates Court (or a FPN for irregular attendance); subsequently a *parenting order* may be appropriate where the parent has not engaged in support to improve their child's attendance and where compulsion to do so would help change parental behaviour;

Where a student's absence continues to cause concern and especially should it either fall below **50%** or be in danger of reaching this level (**severe absence**), we will:

- o Request a meeting between parents/carers and the relevant pastoral lead to discuss the matter and look at strategies, and any support that the School can provide to help, according to knowledge of individual circumstances. A clear record of the meeting will be kept and agreed outcomes will be shared immediately after the meeting
- o Consider, as appropriate, deploying strategies from the above as listed for persistent absence;
- o However, regular multi-agency meetings including a member of the schools senior leadership team will be expected for all students who have reached severe absence levels.
- o Where there are safeguarding concerns and an Education Supervision Order is not appropriate or has not been successful the case should be considered for s.17 or s.47 statutory social care involvement;
- o Where all other routes have failed or are not deemed appropriate, the case should be considered for *attendance prosecution* in the Magistrates Court (or a FPN for irregular attendance)

At all points, we will involve appropriate school staff who can work with families, conduct home visits (if required) and work in partnership including with any local authority's School Attendance Support and other partners to achieve a positive outcome for our students and their families