

# Highfield CE Primary School Attendance Policy 2026 - 2027



**Highfield**  
C.E Primary School

**Approved by:** The Governing Body      **Date:** 3.3.26

**Last reviewed on:** March 2026

**Next review due by:** March 2027

## **Statement of Intent**

Highfield Church of England Primary School believes that in order to facilitate teaching and learning, good attendance is essential. Pupils cannot achieve their full potential if they do not regularly attend school.

We understand that barriers to attendance are complex, and that some pupils find it harder than others to attend school; therefore, we will continue to prioritise cultivating a safe and supportive environment at school, as well as strong and trusting relationships with pupils and parents.

We take a whole-school approach to securing good attendance, and recognise the impact that our efforts in other areas – such as the curriculum, behaviour standards, bullying, SEND support, pastoral support, and the effective use of resources such as pupil premium – can have on improving pupil attendance.

We are committed to:

- Promoting and modelling high attendance and its benefits.
- Ensuring equality and fairness for all.
- Ensuring this attendance policy is clear and easily understood by staff, pupils and parents.
- Intervening early and working with other agencies to ensure the health and safety of our pupils.
- Building strong relationships with families to overcome barriers to attendance.
- Working collaboratively with other schools in the area, as well as other agencies.
- Ensuring parents follow the framework set in section 7 of the Education Act 1996, which states that the parent of every child of compulsory school age shall cause them to receive efficient full-time education suitable to their age, ability and aptitude, and to any SEND they may have, either by regular attendance at school or otherwise.
- Ensuring our attendance policy is clear and easily understood by all staff, parents and pupils.
- Regularly monitoring and analysing attendance and absence data to identify pupils or cohorts that require more support.

The school's Attendance Lead is **Rosie Walford (Headteacher)**, and can be contacted via [info@highfieldschool.co.uk](mailto:info@highfieldschool.co.uk). Staff, parents and pupils will be expected to contact the attendance officer for queries or concerns about attendance.

## **Working together to improve attendance**

Successfully treating the root causes of absence and removing barriers to attendance, at home, in school or more broadly requires schools and local partners to work collaboratively in partnership with, not against families. All partners should work together to:

### **Expect**

Aspire to high standards of attendance from all pupils and parents and build a culture where all can, and want to, be in school and ready to learn by prioritising attendance improvement across the school.

### **Monitor**

Rigorously use attendance data to identify patterns of poor attendance (at individual and cohort level) as soon as possible so all parties can work together to resolve them before they become entrenched.

### **Listen and understand**

When a pattern is spotted, discuss with pupils and parents to listen to and understand barriers to attendance and agree how all partners can work together to resolve them.

### **Facilitate support**

Remove barriers in school and help pupils and parents to access the support they need to overcome the barriers outside of school. This might include an early help or whole family plan where absence is a symptom of wider issues.

### **Formalise support**

Where absence persists and voluntary support is not working or not being engaged with, partners should work together to explain the consequences clearly and ensure support is also in place to enable families to respond. Depending on the circumstances this may include formalising support through an attendance contract or education supervision order.

### **Enforce**

Where all other avenues have been exhausted and support is not working or not being engaged with, enforce attendance through statutory intervention: a penalty notice in line with the National Framework or prosecution to protect the pupil's right to an education.

## **Legal Framework**

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

- Education Act 1996
- Equality Act 2010
- The Education (Pupil Registration) (England) Regulations 2006 (As amended)
- The Children (Performances and Activities) (England) Regulations 2014
- Children and Young Persons Act 1963
- DfE (2024) 'Working together to improve school attendance'
- DfE (2024) 'Keeping children safe in education (KCSIE) 2024'
- DfE (2014) 'Children missing education'
- DfE (2024) 'Providing remote education'
- DfE (2024) 'Summary table of responsibilities for school attendance'

This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- Complaints Procedures Policy
- Behaviour Policy
- SEND Policy
- Supporting Pupils with Medical Conditions Policy

## **Roles and Responsibilities**

The governing board is responsible for:

- Promoting the importance of school attendance across the school's policies and ethos.
- Making sure school leaders fulfil expectations and statutory duties.
- Regularly reviewing and challenging attendance data.
- Monitoring attendance figures for the whole school.
- Making sure staff receive adequate training on attendance.
- Holding the Headteacher to account for the implementation of this policy.

Our attendance lead meets with the senior leader responsible for attendance on a termly basis to discuss attendance trends. Attendance is discussed at every full governing body meeting, as part of the Headteacher's report to ensure the governing body has oversight regarding attendance and trends.

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.
- Monitoring the impact of any implemented attendance strategies.

The designated senior leader is responsible for:

- Leading attendance across the school.
- Offering a clear vision for attendance improvement.
- Evaluating and monitoring expectations and processes.
- Having an oversight of data analysis.
- Devising specific strategies to address areas of poor attendance identified through data.
- Arranging calls and meetings with parents to discuss attendance issues.
- Delivering targeted intervention and support to pupils and families.
- Provide a monthly attendance report to governors for Full Governing Body meetings.
- Working with Education Welfare officers to tackle persistent absence.

The designated senior leader responsible for attendance is Carl Iszatt and can be contacted via the school office by telephone: 023 8055 5793 or by email: [info@highfieldschool.co.uk](mailto:info@highfieldschool.co.uk)

The school SIMS officer is responsible for:

- Send the request to the Local Authority to issue fixed-penalty notices, where necessary.
- Monitoring and analysing attendance data.
- 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
- Advising the Designated Attendance Lead (authorised by the Headteacher) when to issue fixed penalty notice.

The SIMS Officer is Sam Sketcher and can be contacted by telephone: 023 8055 5793 or by email: [info@highfieldschool.co.uk](mailto:info@highfieldschool.co.uk)

Class Teachers

Class teachers are responsible for recording attendance on a daily basis and submitting this information to the school office each day after morning and afternoon registration.

School admin staff will:

- Take calls from parents about absence on a day-to-day basis and record it on the school system using the correct codes.
- Transfer calls from parents to a relevant member of staff to provide them with more detailed support on attendance.
- Contact parents to discuss reasons for absence /lateness.

Parents/carers are expected to:

- Make sure their child attends every day and on time.
- Call or email the school to report their child's absence by 8:30am on the first day of the absence and each subsequent day of absence, and advise the school when they are expected to return.
- Provide the school with more than one emergency contact number for their child.
- Ensure that, where possible, appointments for their child are made outside of the school day.

Pupils are expected to:

Attend school every day and on time.

## **Definitions**

The following definitions apply for the purposes of this policy:

### **Absence:**

- Arrival at school after the register has closed
- Not attending the registered school for any reason

### **Authorised absence:**

- An absence for sickness for which the school has granted leave
- Medical or dental appointments which unavoidably fall during school time, for which the school has granted leave
- Religious or cultural observances for which the school has granted leave
- An absence due to a family emergency

### **Unauthorised absence:**

- Parents keeping children off school unnecessarily or without reason
- Truancy before or during the school day
- Absences which have never been properly explained
- Arrival at school after the register has closed
- Absence due to shopping, looking after other children or birthdays
- Absence due to day trips and holidays in term-time which have not been agreed
- Leaving school for no reason during the day

**Persistent absence (PA):** Missing 10 percent or more of schooling across the year for any reason

**Missing education:** Not registered at a school and not receiving suitable education in a setting other than a school

## **Attendance Expectations**

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

Pupils will be expected to attend school punctually every day they are required to be at school, for the full day.

**Infants:** School opens at 8:50am. Pupils must arrive in school by 9am on each school day.

The register for the first session will be taken at 9.00am each day and will be kept open until 9.10am.

The register for the second session will be taken at 1.00pm and will be kept open until 1.10pm.

**Juniors:** School opens at 8:45am. Pupils must arrive in school by 8:55am on each school day.

The register for the first session will be taken at 9.00am each day and will be kept open until 9.10am.

The register for the second session will be taken at 1.00pm and will be kept open until 1.10pm.

## **Recording attendance**

**Attendance register – see Appendix A**

We will keep an attendance register, and place all pupils onto this register. We use SIMS for recording attendance. Attendance is also linked to CPOMS so DSLs and attendance leads have oversight of any attendance concerns.

Attendance is closely monitored, reported to teaching staff and actions taken on group and individual levels.

We will take our attendance register at the start of the first session of each school day and once during the second session, straight after lunch at 1pm. 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 A 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.

## **Unplanned Absence**

The pupil's parent/carer must notify the school on the first day of an unplanned absence by 9.25am at the junior department or 9.30am at the infants or as soon as practically possible by telephone: 023 8055 5793 or by email: [info@highfieldschool.co.uk](mailto:info@highfieldschool.co.uk) and before they are marked with the U code.

We will mark 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.

## **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.

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. We may ask for evidence for proof of appointment.

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.

## **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 will be marked as absent, using the appropriate code
- If children have a pattern of lateness, we will seek further advice from the Education Welfare Officer (EWO) at regular meetings or outside of these where there is a cause for concern.

## **Following up Unexplained Absence**

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

- Telephone the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school may arrange a home visit.
- Identify whether the absence is approved or not.
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session.
- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving the Education Welfare Officer.

*As poor attendance is habitual, prevention and early intervention is crucial. The key to this is regular data analysis to both identify and provide immediate additional support to pupils or pupil cohorts that need it, and to look at historic and emerging patterns across the school and develop strategies to address them.*

## **Reporting to Parents**

The school will regularly inform parents about their child's attendance and absence levels via school reports and parent teacher meetings. We will also contact you if your child's attendance falls below 96%.

Letters are sent to parents each term outlining pupils' attendance. Where a child's attendance has fallen below expectation, parents are invited to attend a meeting to discuss what can be done to improve.

### **Authorised and unauthorised absence**

#### **Approval for term-time absence – Appendix B**

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.

Examples of 'Exceptional circumstances' would be reasons such as; a funerals, VISA applications, religious events, urgent family situations.

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

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

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.

### **Reducing persistent and severe absence**

Where absence escalates and pupils miss 10% or more of school (equivalent to 1 day or more a fortnight across a full school year), schools and local authorities are expected to work together to put additional targeted support in place to remove any barriers to attendance and re-engage these pupils. In doing so, schools should sensitively consider some of the reasons for absence and understand the importance of school as a place of safety and support for children who might be facing difficulties, rather than reaching immediately for punitive approaches.

Particular focus should be given by all partners to pupils who are absent from school more than they are present (those missing 50% or more of school). These severely absent pupils may find it more difficult to be in school or face bigger barriers to their regular attendance and as such are likely to need more intensive support across a range of partners. A concerted effort is therefore needed across all relevant services to prioritise them. All partners should work together to make this group the top priority for support – this may include specific support with attendance or a whole family plan, but it may also include consideration for an education, health and care plan or an alternative form of educational provision where necessary to overcome the barriers to being in school.

If all avenues of support have been facilitated by schools, local authorities, and other partners, and the appropriate educational support or placements (e.g. an education, health and care plan) have been provided but severe absence for unauthorised reasons continues, it is likely to constitute neglect. Schools and local authorities should be especially conscious of any potential safeguarding issues in these cases and where these remain, conduct a full children's social care assessment. Further information is available in the statutory guidance on Keeping Children Safe in Education.

In all cases, we will track patterns of both persistent and severe absence as a focus of our regular data monitoring and identify pupils and cohorts who need targeted attendance support as quickly as possible. Both persistent and severe absence should also be central to school, trust, and local authority level strategies for improving attendance.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence.
- Contact parents when their child's attendance drops below 96% and beyond.
- Invite parents to meet with the Designated Senior Leader responsible for attendance and the Education Welfare Officer to informally discuss any possible barriers to attendance and punctuality.
- Provide access to wider support services to remove the barriers to attendance.
- Refer to the Education Welfare Officer for statutory support if attendance concerns do not improve despite school based support.
- Seek a penalty notice for periods of unauthorised absence.
- Refer to other agencies who may be able to offer additional support, eg. MHST

## **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 £80 within 21 days or £160 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.

## **Attendance monitoring**

Highfield staff will:

- Monitor and analyse weekly attendance patterns and trends and deliver intervention and support in a targeted way to pupils and families. This should go beyond headline attendance percentages and should look at individual pupils, cohorts and groups (including their punctuality) across the school to help schools achieve their responsibilities under the Public Sector Equality Duty.
- When analysing patterns, we may wish to look further into patterns of attendance within a session to ensure all pupils are attending all timetabled lessons.
- Use this analysis to provide regular attendance reports to class teachers to facilitate discussions with pupils and to leaders (including any special educational needs coordinators, designated safeguarding leads and pupil premium leads).
- Identify the pupils who need support and focus staff efforts on developing targeted actions for those cases
- Conduct thorough analysis of half-termly, termly, and full year data to identify patterns and trends. This will 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.
- Benchmark their attendance data (at whole school, year group and cohort level) against local, regional, and national levels to identify areas of focus for improvement.
- Devise specific strategies to address areas of poor attendance identified through data. This may, for example, include pupils in a year group with higher than average absence or for pupils eligible for free school meals if their attendance falls behind that of their more advantaged peers.
- Monitor in the data the impact of school wide attendance efforts, including any specific strategies implemented. The findings should then be used to evaluate approaches or inform future strategies.
- Provide data and reports to support the work of the board or governing body, as set out in *section 3.33 Working together to improve school attendance*. Schools should decide which cohorts of pupils should be included in their data analysis based on their context and school population. This may include: boys and girls, year groups, pupils with special educational needs or disabilities, pupils with a social worker or who are looked-after by the local authority, pupils eligible for free school meals, and any pupils from backgrounds (including ethnicities, religions or beliefs, or sexual orientations where applicable) in the school community that have, or have historically had, lower attendance than their peers.

## **The Attendance Lead at our school monitors pupil absence on a monthly basis**

- 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.
- If a parent can not be contacted, the attendance lead will attempt to visit the house for welfare checks
- If a pupil's absence goes above 5 days, the school will contact the parent/carer of the pupil to discuss the reasons for this. On-going medical appointments and treatment may go beyond 5 days and we would have evidence of these appointments.
- If a pupil's absence continues to rise after contacting their parent/carer, we will consider involving an education welfare officer.
- The persistent absence threshold is 10%. If a pupil's individual overall absence rate is greater than or equal to 10%, the pupil will be classified as a persistent absentee.
- Pupil-level absence data 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 compare attendance data to the national average, and share this with the governing board.
- Highfield Church of England School collects and stores attendance data, and how it may be used for internal purposes. For example, to:
  - Track the attendance of individual pupils
  - Identify whether or not there are particular groups of children whose absences may be a cause for concern
  - Monitor and evaluate those children identified as being in need of intervention and support
  - Run an attendance report every month, including groups such as Persistent Absentees, whole school, Pupil Premium, Special Education Needs.
  - SIMS attendance is also linked to CPOMS, so DSLs maintain oversight.

## **Monitoring Arrangements**

This policy will be reviewed as guidance from the local authority or DfE is updated annually.

## Appendix A: 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
<b>B</b>	Off-site approved educational activity	Pupil is at a supervised off-site educational activity approved by the school
<b>D</b>	Dual registered	Pupil is attending a session at another setting where they are also registered
<b>K</b>	Attending alternative provision	Attending education provision arranged by the local authority
<b>L</b>	Late arrival	Pupil arrives late before register has closed
<b>P</b>	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
<b>V</b>	Educational trip or visit	Pupil is on an educational visit/trip organised or approved by the school
<b>W</b>	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
<b>Authorised absence</b>		
<b>C</b>	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
<b>C1</b>	Leave of absence – purpose of participating in regulated performance or employment abroad	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
<b>C2</b>	Leave of absence – part-time timetable	Leave of absence for a compulsory school age pupil subject to a part-time timetable
<b>E</b>	Suspended or excluded	Pupil has been suspended or permanently excluded but no alternative provision has been made
<b>I</b>	Illness	School has been notified that a pupil will be absent due to illness
<b>J1</b>	Interview	Pupil has an interview with a prospective employer/educational establishment

<b>M</b>	Medical/dental appointment	Pupil is at a medical or dental appointment
<b>Q</b>	Unable to attend – lack of access arrangements	Pupil absent because the LA has a legal duty to arrange home-to-school travel, and they have not done so
<b>R</b>	Religious observance	Pupil is taking part in a day of religious observance
<b>S</b>	Studying for a public examination	Pupil is studying for a public examination
<b>T</b>	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling for occupational purposes, as agreed with the school
<b>Y1</b>	Unable to attend - transport	Pupil cannot attend due to transport normally provided as not being available
<b>Y2</b>	Unable to attend – travel disruption	Pupil unable to attend due to widespread disruption to travel
<b>Y3</b>	Unable to attend – part of the school premises closed	Pupil unable to attend due to part of the school premises being closed
<b>Y4</b>	Unable to attend – Whole school site closed	Pupil unable to attend due to the whole school site being unexpectedly closed
<b>Y5</b>	Unable to attend – Criminal justice detention	Pupil unable to attend due to a criminal justice detention
<b>Y6</b>	Unable to attend – public health guidance or law	Pupil unable to attend in accordance with public health guidance or law
<b>Y7</b>	Unable to attend – unavoidable causes	Pupil unable to attend due to any other unavoidable cause
<b>X</b>	Not required to be in school	Pupil of non-compulsory school age is not required to attend
<b>Unauthorised absence</b>		
<b>G</b>	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
<b>N</b>	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)
<b>O</b>	Unauthorised absence	School is not satisfied with reason for pupil's absence

<b>U</b>	Arrival after registration	Pupil arrived at school after the register closed
----------	----------------------------	---

<b>Code</b>	<b>Definition</b>	<b>Scenario</b>
<b>Z</b>	Pupil not on admission register	Register set up but pupil has not yet joined the school
<b>#</b>	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

## Appendix B



### Highfield C of E Primary School Leave of Absence Application Form 2024/2025

Parents/Carers/Guardians have a legal responsibility to ensure their child/children's attendance at school. Good attendance is linked to higher achievement. Under Government legislation, the Headteacher is only able to authorise leave of absence of a pupil during term time, if they deem the reason/s given for the leave of absence to be exceptional circumstances. The Headteacher will consider your application using the information you have provided below so please include as much information as possible. You will be notified of the Headteacher's decision in writing.

**Applications should be received at least three weeks in advance to allow consideration**

#### **Pupil Information:**

FORENAME	SURNAME	DATE OF BIRTH	YEAR GROUP	CLASS/TUTOR

**Details of siblings at other schools that will be travelling:** *(Please note that we may contact these school/s in relation to this application)*  
**Name of sibling/s:** \_\_\_\_\_ **Current school/schools:** \_\_\_\_\_

**I am applying for leave of absence for my child/children**

**from:** \_\_\_\_\_ **to:** \_\_\_\_\_

**Total number of school days absent:** \_\_\_\_\_

**Please explain fully the purpose of this absence & why it cannot take place during the 13 out of term time weeks:**

**Name of City/Country being visited during the leave of absence?** *Please note, we may ask for outbound and inbound flight confirmation concerning the leave of absence.*

**Parent/s email addresses and contact telephone numbers whilst on the leave of absence:**

Email:  
Telephone Number:  
Current Address:

**Has your child had leave of absence in the last 12 months?**

**If yes, please provide dates/details:**

Yes/No

**I submit the information above for consideration by the Headteacher:**

Signed: \_\_\_\_\_ Printed: \_\_\_\_\_  
Relationship to Pupil: \_\_\_\_\_  
Date: \_\_\_\_\_



## ATTENDANCE GRADUATED RESPONSE

Stage	Provision required
1	<p><b>UNIVERSAL PROVISION (all pupils) - Above 95%</b>  <b>Aim:</b> Promote good attendance and identify concerns early.  <b>Typical actions:</b></p> <ul style="list-style-type: none"> <li>• Daily monitoring of attendance and punctuality.</li> <li>• Weekly review by the attendance lead/SLT.</li> <li>• Positive reinforcement for good or improving attendance.</li> <li>• Clear communication with parents about expectations (e.g., newsletters, website, induction).</li> <li>• First-day calling for any unexplained absence.</li> <li>• Well done letter sent home.</li> </ul> <p><b>Threshold for moving to Stage 2:</b>  Attendance begins to fall below 95%, or patterns of absence emerge (e.g., regular Mondays/Fridays, repeated illness).</p>
2	<p><b>EARLY CONCERN STAGE – 90% - 95%</b>  <b>Aim:</b> Understand the reasons for absence and offer early support.  <b>Typical actions:</b></p> <ul style="list-style-type: none"> <li>• Initial email to parents.</li> <li>• Informal conversation or phone call to explore reasons.</li> <li>• Offer support (e.g., routines, anxiety strategies, signposting).</li> <li>• Monitor attendance moving forward for the rest of the school year.</li> </ul> <p><b>Threshold for moving to Stage 3:</b>  Attendance falls to 90%, or concerns persist despite early support.</p>
3	<p><b>TARGETED SUPPORT STAGE – 85% - 90%</b>  <b>Aim:</b> Put in place structured support and monitor closely.  <b>Typical actions:</b></p> <ul style="list-style-type: none"> <li>• Invite parents to a meeting with attendance lead.</li> <li>• Complete an Attendance Support Plan (ASP) on Provision Map.</li> <li>• Identify barriers (health, SEND, routines, transport, family circumstances).</li> <li>• Agree clear, achievable targets (e.g., 95% over 4 weeks).</li> <li>• Provide in-school support (e.g., meet-and-greet, safe space, visual timetable, pastoral check-ins).</li> <li>• Weekly monitoring and feedback to parents.</li> </ul> <p><b>Threshold for moving to Stage 4:</b>  Attendance falls to 85% or below (persistent absence), or agreed targets are not met.</p>
4	<p><b>INTENSIVE SUPPORT STAGE (PERSISTENT ABSENCE) – 80% - 85%</b>  <b>Aim:</b> Address entrenched barriers and involve wider agencies.  <b>Typical actions:</b></p> <ul style="list-style-type: none"> <li>• Formal meeting with SLT and parents.</li> <li>• Review and strengthen the Attendance Support Plan.</li> <li>• Consider Early Help Assessment if wider needs are identified.</li> <li>• Liaise with external agencies (MHST, GP, school nurse, ELSA, family support).</li> <li>• Daily or twice-weekly monitoring.</li> <li>• Home-school communication plan.</li> </ul> <p><b>Threshold for moving to Stage 5:</b>  Attendance continues to decline or remains below 80% despite intensive support.</p>
5	<p><b>STATUTORY INTERVENTION STAGE – Below 80%</b>  <b>Aim:</b> Ensure legal responsibilities are met when support has not led to improvement.  <b>Typical actions:</b></p> <ul style="list-style-type: none"> <li>• Referral to the Local Authority Education Welfare Service.</li> <li>• Formal warning letters or penalty notice processes (LA-led).</li> <li>• Possible attendance panel meetings.</li> <li>• Continued school support alongside statutory action.</li> </ul> <p><b>Threshold:</b>  Ongoing non-attendance with no medical evidence or reasonable justification.</p>