

Growing together, hand in hand

Attendance Policy

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Our School Vision

Gorsemoor Primary School's vision is to "growing together, hand in hand". The school's mission is to provide a broad and balanced curriculum that promotes the development of children's spiritual, moral, cultural, mental, and physical well-being.

Aims

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

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

We will also promote and support punctuality in attending school each day.

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 \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, and 2016 amendments\)](#)
- [The School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013 and the 2024 amendment](#)

It also refers to:

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

Key Principles

This Attendance Policy is based on the clear principle that all children should receive education, suitable to their age, ability, aptitude and any special needs they may have. Regular school attendance is the key to enabling children and young people to maximise the educational opportunities available to them. Therefore, all children should be in school, on time, every day that school is open unless the reason for their absence is unavoidable. At Gorsemoor primary school, we have set our attendance target at 97%.

Where issues with attendance do occur, we will seek in the first instance to resolve the issue between school, parents and the pupil concerned by working together. This will be done at the earliest opportunity possible, so as to avoid the impression that attendance does not matter and to help avoid the problem escalating. We believe that full attendance for a pupil can be achieved, but where problems do arise, parents are expected to contact school at an early stage and to work with us in resolving any difficulties.

Where difficulties cannot be resolved, the school will refer the matter to the appropriate Local Authority services for example; the Education Welfare Officer at Staffordshire County Council. The service is independent of the school and details can be provided on request.

Monitoring arrangements

This policy will be reviewed as guidance from the local authority and/or DfE is updated, and as a minimum of one year by the attendance officer with the Co-Headteachers. At every review, the policy will be approved by the full governing body.

Roles and responsibilities

The Governing Body is responsible for:

- Setting out the school timetable ensuring at least 32.5 hours in school (see appendix 2)
- Setting high expectations of all school leaders, staff, pupils, parents and carers
- Making sure school leaders fulfil expectations and statutory duties
- 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 links effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific pupils, where appropriate
- Recognising and promoting the importance of school attendance across the school's policies and ethos
- Making sure the school's attendance management processes are delivered effectively, and that consistent support is provided for pupils who need it most by prioritising staff and resources
- Ensuring the school has high aspirations for all pupils, but adapts processes and support to pupils' individual needs
- Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual pupils or cohorts who need it most
- Working with school leaders to set goals or areas of focus for attendance and providing

support and challenge

- Monitoring attendance figures for the whole school and repeatedly evaluating the effectiveness of the school's processes and improvement efforts to make sure they are meeting pupils needs
- Where the school is struggling with attendance, working with school leaders to develop a comprehensive action plan to improve attendance
- Making sure all staff receive adequate training on attendance as part of the regular continued professional development offer, so that staff understand:
 - The importance of good attendance
 - That absence is almost always a symptom of wider issues
 - The school's legal requirements for keeping registers
 - The school's strategies and procedures for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific pupils, where appropriate
- Making sure dedicated training is provided to staff with a specific attendance function in their role, including in interpreting and analysing attendance data
- Holding the Co-Headteachers to account for the implementation of this policy
- The link governor for safeguarding will be responsible for monitoring attendance and report their findings to the governing body.

The Co-Headteacher's are responsible for:

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

The designated senior leader for attendance is responsible for:

- Leading, championing and improving attendance across the school
- Setting a clear vision for improving and maintaining good attendance
- Evaluating and monitoring expectations and processes
- Having a strong grasp of absence data and oversight of absence data analysis
- Regularly monitoring and evaluating progress in attendance
- Establishing and maintaining effective systems for tackling absence, and making sure they

are followed by all staff

- Liaising with pupils, parents/carers and external agencies, where needed
- Building close and productive relationships with parents to discuss and tackle attendance issues
- Creating intervention or reintegration plans in partnership with pupils and their parents/carers
- Delivering targeted intervention and support to pupils and families

The designated leader responsible for attendance is Mrs Hayley Porter (Inclusion Lead) and can be contacted via hporter@gorsemoor.staffs.sch.uk

Attendance Officers are responsible for:

- Monitoring and analysing attendance data
- Benchmarking attendance data to identify areas of focus for improvement
- Delivering targeted intervention and support to pupils and families
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance, who is the Inclusion Lead
- Working with Education Welfare Officers to tackle persistent absence
- Advising the Headteachers' when to issue fixed-penalty notices

The attendance officers are Mrs Lynn Horton (Clerical Assistant), Mrs Laura Smith (Administrative Assistant) and (Mrs Clare Walton (Family and Multi Agency Liaison Officer). They can be contacted via office@gorsemoor.staffs.sch.uk or telephone 01543 274788.

Class teachers are responsible for:

- Recording attendance for both morning and afternoon sessions daily, using the correct codes (see Appendix 1)
- Submitting attendance information to the school office on our Management Information System (MIS), during morning and afternoon registration (within 15 minutes of the start of the school day and afternoon session).
- Providing quality, well-pitched learning opportunities that aim to promote positive relationships and a love of learning.
- Raising attendance concerns to the attendance team.
- Monitoring pupils wellbeing and seeking support when required from the wider school team.

School office staff will:

- Take calls from parents/carers about absence on a day-to-day basis and record it on the school MIS (and CPOMs, where there are concerns)
- Transfer calls from parents/carers to the Inclusion Lead, or Attendance Officers, where appropriate, to provide them with more detailed support on attendance
- Contact parents/carers about an absence, where no reason has been provided or further clarification is needed.
- Provide attendance information such as coding and attendance procedures for parents and carers.

Parents are expected to:

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)
- Make sure their child attends every day and on time
- Call the school to report their child's absence before 9.00am on the day of the absence and each subsequent day of absence (unless a time frame has been provided)
- Advise school when they are expected to return
- Provide the school with at least 2 emergency contact numbers for their child
- Ensure that, where possible, appointments for their child are made outside of the school day
- Seek support, where necessary, for maintaining good attendance, by contacting the Inclusion Lead or Attendance Officers, who can be contacted via 01543 274788 or office@gorsemoor.staffs.sch.uk

Pupils are expected to:

- Attend school every day, on time

Recording attendance

Attendance register

At Gorsemoor, we keep an electronic attendance register, and place all pupils onto this register.

We take our attendance register at the start of the first session of each school day and once during the second session. We use the appropriate national attendance and absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024, 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 also record:

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

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

The school day starts at 8.55am and ends at 3.30pm Monday to Friday. Pupils must arrive in school by 8.55am on each school day. School gates close at 8:55am, anyone arriving after this time, will need to come in and be registered the office by an adult. Children will be marked with an L code for late until 09:05am. After this time it will be marked as a U code , unauthorised absence.

The register for the first session will be taken at 9.00am.

In EYFS and KS1, the register for the second session will be taken at 12:15pm.

In KS2, the register for the second session will be taken at 1pm.

Unplanned absence

The pupil's parent must notify the school of the reason for the absence on the first day of an unplanned absence by 9.00am, or as soon as practically possible, by calling the school office staff, who can be contacted on 01543 274788

Where parents need to leave a voicemail, they must leave their child's name, year group, class name/teacher, the reason for the absence and an expected return date. The office will mark absence due to physical or mental illness as authorised, unless the school has a genuine concern about the authenticity of the illness (this includes persistent absence).

Where the absence is longer than 2 days, or there are doubts about the authenticity of the illness, the school will ask for medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

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.

School staff have a duty of care to ensure all children are safe and well during the school day. If a child is not in school, school staff may make home visits. This is to support families and determine if further assistance is needed. School may visit homes where there are concerns around:

- poor attendance
- absence without a valid reason

- lack of contact from the child's parents
- lack of engagement or contact from parents
- housing concerns
- poor mental health
- concerns around domestic violence
- welfare concerns

School staff may also make a home visit where the child has not been seen in school for 3 days in total or 1 day following a school holiday period. If there are mitigating circumstances, home visits may be completed before this time.

Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent notifies the school in advance of the appointment. These appointments should always be planned outside of the school day, where possible, in the first instance.

Parents can notify the school of a medical or dental appointment by emailing the school office and including:

- Reason for the absence
- The date and time of the medical appointment
- Planned collection and return times

For all other types of term-time absence, parents should notify the school, as far in advance as possible, of the requested absence.

Strategies for promoting and encouraging attendance

The foundation for good attendance is a strong partnership between the school, parents and the child. In the first instance we will always contact parents/ care providers to work with our school staff to support good attendance.

To help us all to focus on this we will:

- Provide information on all matters related to attendance in our regular newsletter and on Class Dojo
- Report to you how your child is performing in school, what their attendance and punctuality rate is and how this relates to their attainment
- Set targets for the school and display these.
- Deliver a stimulating and engaging curriculum that encourages children's enjoyment of school
- Run events when parents, pupils and staff can work together on raising attendance levels across the school

Lateness and punctuality

A pupil who arrives late before the register has closed (9:05am) will be marked as late, using

the appropriate code. After the register has closed (9.05am) will be marked as unauthorised absent for that session, using the appropriate code.

Where a child or family is continually late, the attendance officer will issue an awareness notice and this will be monitored. If the lateness continues to be regular over a 1-2 week period, the school attendance officer will invite the parent(s) to a meeting to identify the reason for this and seek to resolve the issue.

All incidents of lateness are reported to the Co-Headteacher's daily and patterns of lateness are tracked half-termly and reported to the governing body.

Parents of pupils who have patterns of lateness will be contacted to discuss the importance of punctuality and how this might be achieved. They will be invited to a meeting to discuss the cause of lateness and support will be offered.

If a child has 10 or more sessions of unauthorised absence due to lateness recorded in any 10 week period, a penalty notice will be issued in accordance with Staffordshire county council.

When there is a pattern or persistent lateness, a letter will be sent to parents (please see appendix 6)

End of the school day

Parents must collect their child promptly, at the end of the school day.

Where late collection is persistent and/or significantly after 3.30 pm, the school is obliged to take any uncollected pupil to a place of safety and share concerns, as necessary, with other agencies.

If a child is not collected by 5.30pm, and a parent cannot be contacted, the school will contact Children's Services as this is a safeguarding concern.

Following up unexplained absence

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

- Check with the class teacher to confirm the child is not present
- Call the child's parent 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 visit the home or contact the Local Authority
- Identify whether the absence is approved or not and input the correct attendance code as soon as the reason for absence is ascertained (this must be no later than 5 working days after the session for which the pupil was absent)
- Text the parent on each day that the absence continues without explanation, to make sure proper safeguarding action is taken where necessary.
- consider involving a local authority education welfare officer where the absence

continues

- Where relevant, report the unexplained absence on CPOMS and to the local authority
- Where appropriate, report the unexplained absence to the pupil's youth offending team officer or social worker.
- Where appropriate, offer support to the pupil and their parents to improve attendance
- Identify whether the pupil needs support from wider partners, as quickly as possible, and make the necessary referrals
- Where support is not appropriate, not successful, or not engaged with, we will liaise with the local authority whether to issue a penalty notice or other legal intervention, as appropriate taking into consideration equal opportunity legislation and the SEND code of practice.

Please note, if we cannot reach any of the pupil's emergency contacts, the school may complete a home visit, contact Children's Services or the police.

Reporting to parents

The school will regularly inform parents about their child's attendance and absence levels, including:

- when issuing a penalty notice
- when engaging in meetings to improve attendance
- during teacher consultation meetings
- in end of year reports.

Where attendance falls below 90%, half-termly attendance updates via email sharing concerns

- Red – 90% or below
- Amber – 96% - 91%
- Green – 97% - 100% good attendance

Stage 1: A call will be made to parents to offer support if there are concerns about attendance in the first instance.

Stage 2: Where concerns continue absence letter 1 will be sent (Please see appendix 3)

Stage 3: If attendance continues to be of concern, parents are invited into school via letter 2 (please see appendix 4)

Stage 4: If parents do not engage and attendance continues to be a concern, letter 3 will be sent (please see appendix 5). From this, external agencies may be contacted. You may also receive a **notice to improve** if the threshold is met.

Authorised and unauthorised absence

Approval for term-time absence

The Co-Headteacher's will allow pupils to be absent from the school site for certain educational activities, or to attend other schools or settings.

The Co-Headteacher's will only grant a leave of absence to a pupil during term time if the request meets the specific circumstances set out in the [2024 school attendance regulations](#).

These circumstances are:

- Taking part in a regulated performance
- Study leave
- A temporary, time-limited part-time timetable
- Exceptional circumstances

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

We define 'exceptional circumstances' as a one off irregular and necessary absence that will benefit the child. Leave of absence will not be granted for a pupil to take part in protest activity during school hours.

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

The school considers each application for term-time absence individually, considering 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 1 week before the absence, and in accordance with any leave of absence request form, accessible via the attendance officer or office staff. The Co-Headteacher's 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
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil'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 pupil is

attending educational provision

- If the pupil is currently suspended or excluded from school (and no alternative provision has been made)
- Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school
- Attending another school at which the pupil is also registered (dual registration)
- Attending provision arranged by the local authority
- If there is any other unavoidable cause for the pupil not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the school premises are closed

Penalty notices – Please see Staffordshire’s Penalty Notice Code of Conduct [here](#)

The Co-Headteachers, on behalf of the 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. The school will liaise with the local authority before submitting a penalty notice 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 or 5 days) of unauthorised absence in a rolling period of 10 school weeks
- a penalty notice is the best available tool to improve attendance for that pupil
- further support, a notice to improve or another legal intervention would be a more appropriate solution
- any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate

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

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

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

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

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

In cases where there is more than one pupil in a family with unauthorised absences, Penalty Notices may be issued for more than one child.

In these cases, the parent must pay £80 within 21 days, or £160 thereafter.

Other reasons the school may allow a pupil 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 pupil is also registered (dual registration)
- Attending provision arranged by the local authority
- If there is any other unavoidable cause for the pupil not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the school premises are closed

Excluded and suspended pupil seen in a public place during school hours

The parent of the pupil must ensure that the pupil is not present in a public place at any time during school hours on a day that he / she is excluded or suspended, up to and including the first 5 days or, where it is for a fixed period of 5 days or less, any of the days to which the exclusion relates.

If the pupil is present in a public place at any time during school hours on a school day specified above, the parent commits an offence under section 103 of the Education and Inspections Act 2006 and is liable, on summary conviction, to a fine not exceeding level 3 on the standard scale.

Notices to improve

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

Notices to improve will be issued in line with processes set out in the local code of conduct for the local authority area in which the pupil attends school (please see appendix 7).

They will include:

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

Supporting pupils who are absent or returning to school

Pupils absent due to complex barriers to attendance

- The Co-Headteacher's, parents, class teacher, Family and Multi Agency Liaison Officer and Inclusion Lead will meet to identify the barriers to good school attendance. If appropriate, the child's views will also be gathered.
- An attendance contract may be put in place to support progress towards improved attendance.
- School-based interventions may be offered: ELSA, Thrive, a consultation with Primary Behaviour Support, soft starts, protected play, a time-limited part-time timetable so the child can build success, Emotionally-based School Avoidance resources, animal-assisted education sessions
- External Interventions may be offered: referrals to Primary Behaviour Support, Educational Psychologist, CAMHS, Early Help/Family Support Services
- A home-school book will be established to maintain clear communication between the parents and the class staff
- Guardian Angel: a child will be appointed as their guardian angel. The guardian angel will support the child through the day with academic and social interactions.
- Agree a step-by-step improvement plan for improving attendance, including school avoidance, this may e.g. include reduced hours and/or days, specific lessons or events, workstation areas, pupil voice.
- Encourage home school learning and for pupil to engage in online learning off-site and provide resources to make this happen
- Hold meeting regularly to build better relationships between staff and family
- Encourage playtime visits to mix with friends
- Invite families to school events including after school or before school activities
- Monitor the agreed plan to discuss impact and hold families to account
- Discuss barriers and support opportunities
- Liaise with the local authority to seek additional advice and guidance
- Sign post to external agencies
- Invite pupils on trips, visitors into school events and visits to key curriculum events, sports and competitions

Pupils absent due to mental or physical ill health or SEND

Where a pupil 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 pupil's needs, the school will inform the local authority. As above, a case-by-case plan will be agreed and implemented. This may also include transport support and home visits.

Pupils returning to school after a lengthy or unavoidable period of absence

Returning after a long period of time off school can feel daunting for a child. We support this in the following ways:

- Making a family appointment to visit the school and tour the school with a familiar adult
- Familiarise the child with the school layout and timetable
- Reunite the child with friends they remember
- Meet the teacher and/or familiar support staff member for a short welcoming chat
- Show online access to the website, the class page, homework and other required areas
- Answer any questions
- Invite for a taster session if required

Attendance monitoring

Staffordshire Local Authority and Gorsemoor Primary School monitor attendance regularly through various methods, this includes:

- The school attendance officer monitors families and individuals through absent reporting and chasing reasons for absence
- The school attendance team meet weekly to review attendance of individuals
- The school attendance officer monitors attendance on a half termly basis and informs parents of their child's attendance.
- The school attendance team closely monitors attendance by looking at the register daily.
- A report is generated via our MIS on a termly basis, which will show authorised absences, unauthorised absences and percentage present
- The class teacher records absence on the daily register and notes absences of specific pupils on CPOMS after 3 days (6 sessions in a row) without reason or daily for pupils with attendance or safeguarding concerns
- The weekly register is looked at by the school attendance team and class percentages are shared with classes via Teams.
- The school attendance officer notifies parents if through monitoring a child's attendance falls below 97%
- The school office will notify parents/carers of attendance concerns when attendance drops from 96% - 90% standard on a case by case basis.

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

The DfE monitors attendance via the CENSUS which is generated and submitted to the Local Authority in October, January and May of every year. Specific pupil information will be shared with the DfE on request.

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

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

Analysing attendance data

The school will:

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

Using data to improve attendance

The school will:

- Develop targeted actions to address patterns of absence (of all severities) of individual pupils, groups or cohorts that it has identified via data analysis
- Provide targeted support to the pupils it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence, and their families
- Provide regular attendance reports to class teachers and senior leadership team, to facilitate discussions with pupils and families, and to the governing board and school leaders
- Use data to monitor and evaluate the impact of any interventions put in place to modify them and inform future strategies
- Share information and work collaboratively with other schools in the area, local authorities and other partners where a pupil's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific pupils, where appropriate

Reducing persistent and severe absence

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

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:
 - Discuss attendance and engagement at school
 - Listen, and understand barriers to attendance
 - Explain the help that is available

- Explain the potential consequences of, and sanctions for, persistent and severe absence
 - Review any existing actions or interventions
- Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant
- Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these pupils. In doing so, the school will sensitively consider some of the reasons for absence
- Implement sanctions, where necessary

Elective Home Education

If school receive written notification from parents that they wish to home educate their child, we will inform the Elective Home Education Team of the decision to remove a child from the school roll before the child is removed from the school register. Whilst school will not seek to prevent parents from choosing to electively home educate their child, neither will they seek to encourage them to do this – particularly as a way of avoiding exclusion or due to a poor attendance record.

If you do require any further information please click [here](#)

Moving abroad

When you move your child abroad, you will need to enroll them in a new school in the country you are moving to, typically either a local school or an international school, where they will follow the curriculum of that country; you will need to inform your current school that your child is leaving and will be formally withdrawn from the school register, usually requiring official documentation to transfer their academic records to the new school. If you as moving to a new country without a school placement, the current school will need to notify the local authority who may then make contact with you to discuss further.

Service pupils

The Ministry of Defence has offered additional advice to schools when determining whether to authorise term time absence for Service pupils. They recognise that the educational needs of Service children will always be a critical factor when determining whether term time absence should be granted. As well as operational tours overseas, there are many situations where the unusual and often unpredictable demands of life in the Armed Forces may prevent Service families taking holidays together outside term time. These demands may see Service personnel deployed for lengthy periods on training as well as on operational activities. At Gorsemoor, we will work alongside our Service families to discuss their individual absence requests, considering each case on its own merits.

Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy
- Anti-bullying policy
- Exclusion policy
- Admissions policy
- Children who cannot attend school with medical conditions

Appendix 1: Attendance Codes

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

| Code | Definition | Scenario |
|--|---|--|
| / | Present (am) | Pupil is present at morning registration |
| \ | Present (pm) | Pupil is present at afternoon registration |
| L | Late arrival | Pupil arrives late before register has closed |
| Attending a place other than the school | | |
| K | Attending education provision arranged by the local authority | Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority |
| V | Attending an educational visit or trip | Pupil is on an educational visit/trip organised or approved by the school |
| P | Participating in a sporting activity | Pupil is participating in a supervised sporting activity approved by the school |
| W | Attending work experience | Pupil is on an approved work experience placement |
| B | Attending any other approved educational activity | Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience |
| D | Dual registered | Pupil is attending a session at another setting where they are also registered |
| Absent – leave of absence | | |
| C1 | Participating in a regulated performance or undertaking regulated employment abroad | Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school |
| M | Medical/dental appointment | Pupil is at a medical or dental appointment |

| | | |
|--|---|--|
| J1 | Interview | Pupil has an interview with a prospective employer/educational establishment |
| S | Study leave | Pupil has been granted leave of absence to study for a public examination |
| X | Not required to be in school | Pupil of non-compulsory school age is not required to attend |
| C2 | Part-time timetable | Pupil is not in school due to having a part-time timetable |
| C | Exceptional circumstances | Pupil has been granted a leave of absence due to exceptional circumstances |
| Absent – other authorised reasons | | |
| T | Parent travelling for occupational purposes | Pupil is a ‘mobile child’ who is travelling with their parent(s) who are travelling for occupational purposes |
| R | Religious observance | Pupil is taking part in a day of religious observance |
| I | Illness (not medical or dental appointment) | Pupil is unable to attend due to illness (either related to physical or mental health) |
| E | Suspended or excluded | Pupil has been suspended or excluded from school and no alternative provision has been made |
| Absent – unable to attend school because of unavoidable cause | | |
| Q | Lack of access arrangements | Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school |
| Y1 | Transport not available | Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available |

| | | |
|--------------------------------------|---|---|
| Y2 | Widespread disruption to travel | Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency |
| Y3 | Part of school premises closed | Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open |
| Y4 | Whole school site unexpectedly closed | Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather) |
| Y5 | Criminal justice detention | Pupil is unable to attend as they are: <ul style="list-style-type: none"> • In police detention • Remanded to youth detention, awaiting trial or sentencing, or • Detained under a sentence of detention |
| Y6 | Public health guidance or law | Pupil's travel to or attendance at the school would be prohibited under public health guidance or law |
| Y7 | Any other unavoidable cause | To be used where an unavoidable cause is not covered by the other codes |
| Absent – unauthorised absence | | |
| G | Holiday not granted by the school | Pupil is absent for the purpose of a holiday, not approved by the school |
| N | Reason for absence not yet established | Reason for absence has not been established before the register closes |
| O | Absent in other or unknown circumstances | No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence |
| U | Arrived in school after registration closed | Pupil has arrived late, after the register has closed but before the end of session |
| Administrative codes | | |

| | | |
|----------|---|---|
| Z | Prospective pupil not on admission register | Pupil has not joined school yet but has been registered |
| # | Planned whole-school closure | Whole-school closures that are known and planned, including school holidays |

Appendix 2: Our School day

The school building is open from 6.00am-6.00pm Monday - Friday for all staff.

Our school students have access to a minimum of 32.5 hours in school, each week.

Nursery places are for:

15 hours per week (3 hours am or 3 hours pm):

Session 1 morning: 08.45am-
11.45am

Session 2 afternoon: 11.25am-
15.25pm

30 hours per week:

08:45am – 15:25pm

Reception Year to Year 6

START OF THE DAY

Gates Open: 08.40am (Monday-
Friday)

Registration: 08:55am (Monday-
Friday)

END OF THE DAY

Gates Open: 15.20pm (Monday-
Friday)

School Ends: 15.30pm (Monday-
Friday)

Appendix 3: Absences from school Letter 1 template

Dear **Parents /Carers**

I'm writing to express my concern regarding recent high levels of absence from school.

Your child's current attendance has fallen to . Falling below 97% attendance will likely have an impact on your child's academic achievement.

Your child currently has ----- marks absent from school.

INSERT GRID HERE

Our pupils' welfare is of paramount importance to us and we believe that regular attendance throughout the year is essential for their success and fulfilment. As a school we also have a legal duty to ensure all children are safeguarded and as part of this we must monitor attendance and complete safe and well checks.

Going forward, should your child require time off due to appointments or illness, school will require medical evidence from the doctor. Where possible all medical non urgent appointments should be made for your child after 3:30 pm to allow them to finish their school day in line with government guidelines.

Please provide one of the following:

- Medical appointment card with one appointment entered
- Letter from a professional
- Medical note
- Medication prescribed by a GP
- Copy of prescription
- Print screen of medical notes
- Letters concerning hospital appointments
- Slip with date, pupils name and surgery stamp, signed by Receptionist

Please be aware that telephone calls and handwritten notes from a parent/carer are not acceptable as medical evidence when attendance is of serious concern.

We acknowledge that each family's circumstances are different and we aim to work with parents and carers to provide the best education for every child.

If you would like to discuss available support, please contact me at your earliest convenience to arrange a meeting with the Family Liaison officer.

We want to make sure that we can support your child's education in the best way possible, including looking into how we can help them to address gaps in learning due to absence. If you have any queries regarding this please do not hesitate to contact school office on 01543 274788 or via office@gorsemoor.staffs.sch.uk

Yours sincerely,
The Attendance Team

Appendix 4

Dear Parent /Carer

Absences from School Letter 2

DATE

I'm writing to you once more to express my concern regarding 's continued high levels of absence from school.

Your child's current attendance has fallen %. Falling below 97% attendance will likely have an impact on your child's academic achievement. Please see the attendance tracker below:

..... currently has ... (days)....absent sessions from school.

At this point I would like to invite you to meet with our school Family Liaison Officer to discuss support for your child's attendance

Following on from **the first letter**, we issued regarding your child's attendance may we take the opportunity to politely remind you that, going forward should your child require time off due to appointments or illness, school will require medical evidence from the doctor. Where possible all medical, non urgent appointments should be made for your child **after 3:30 pm** to allow them to finish their school day in line with government guidelines.

Please provide one of the following

Medical appointment card with one appointment entered

- Letter from a professional
- Medical note
- Medication prescribed by a GP
- Copy of prescription
- Print screen of medical notes
- Letters concerning hospital appointments
- Slip with date, pupils name and surgery stamp, signed by Receptionist

Please be aware that telephone calls and handwritten notes from a parent/carer are not acceptable as medical evidence when attendance is of serious concern

We acknowledge that each family's circumstances are different and we aim to work with parents and carers to provide the best education for every child. If you would like to discuss available support please contact me at your earliest convenience.

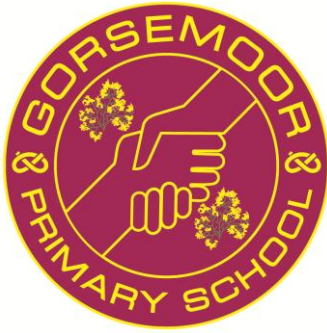
We want to make sure that we can support your child's education in the best way possible, including looking into how we can help them to address gaps in learning due to absence.

If you have any queries regarding this please do not hesitate to contact school on 01543 274788 or via office@gorsemoor.staffs.sch.uk

Yours sincerely,

The Attendance Team

Appendix 6



Gorsemoor Primary School

Co-Headteacher: Mrs E Lees
Co-Headteacher: Mrs N Costello

Tel: (01543) 274788
E-mail: headteacher@gorsemoor.staffs.sch.uk
Website: www.gorsemoor.staffs.sch.uk

Gorsemoor Road
Heath Hayes
Cannock
Staffs
WS12 3TG

Dear **Parents /Carers**

DATE

Persistent school lateness

I'm writing to offer support regarding recent high levels of lateness to school.

INSERT GRID HERE

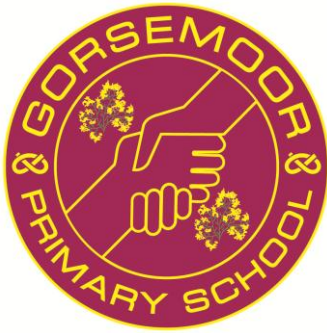
Children are expected to arrive to school between 8.40am – 8.55am. Children enter through the gates on Gorsemoor road. As you can see from the attached attendance grid, there are high levels of late arrival times at school. We would like to offer support to enable your child to access on time for learning.

If you would like to speak with a member of the office team on how we can support arrival times please contact us on 01543274788 or email office@gorsemoor.staffs.sch.uk

As a school, we want to ensure that we can support your child's education in the best way possible, including looking into how we can help them to address gaps in learning, building friendships, promote wellbeing as all of these can be affected due to lateness.

Yours sincerely,
The Attendance Team

Appendix 7



Gorsemoor Primary School

Co Headteacher: Mrs E Lees
Co Headteacher: Mrs N Costello

Tel: (01543) 274788
E-mail: headteacher@gorsemoor.staffs.sch.uk
Website: www.gorsemoor.staffs.sch.uk

Gorsemoor Road
Heath Hayes
Cannock
Staffs
WS12 3TG

PARENT NAME
Address
DATE

Dear PARENT NAME

RE: Attendance concern to be referred to the Local Authority

It has come to my attention that **Student Name** has recently had ?? sessions of unauthorised absence between ??? and ????. As a parent of **Student Name**, under section 7 Education Act 1996, you have a duty to ensure your child receives a suitable education by regular attendance at school.

Unfortunately, the support we have offered you has not improved your child's attendance. This support remains open to you, and though we would urge you to engage with us and this offer, we are now required under the new national framework for improving school attendance to notify the County Council, education welfare officer of the unauthorised absence.

The education welfare officer will now consider issuing a Notice to Improve letter which is intended as a final opportunity for you as a parent to engage in support and improve your child's attendance before a penalty notice is issued.

As a school we are required to report continued unauthorised absence to the county council, but it is our hope that as parents you will work with us to ensure **STUDENT NAME** attends school every day.

The education welfare officer will write to you shortly with their decision and if appropriate the details of the notice to improve.

Yours sincerely,