



Keyingham Primary School Attendance Policy

Effective Date:	02 September 2024
Review Committee	The Governing Body
Minuted Approval	
Review Date	02 September 2026
Reviewed	
Owner	Deputy Headteacher (Behaviour and Attendance)

1. Aims

Keyingham Primary School is committed to ensuring all its pupils receive a full-time education which maximises opportunities and achievement for all. For pupils to gain the most from their time at Keyingham Primary School, it is vital that they maintain excellent attendance and punctuality and we are committed to supporting pupils and their parents/carers in sustaining this throughout their time at school. In doing so, we will:

- Set high expectations for the attendance and punctuality of all pupils
- Ensure that all pupils access full-time education which meets their needs and allows them to reach their potential.
- Strive to provide a welcoming, caring and safe environment where each student can engage in all opportunities offered
- Promote good attendance and punctuality and discourage unjustified absence
- Act early to address patterns of absence
- Commit to building strong relationships with families to ensure pupils have the support in place to attend school
- Early intervention and working with other agencies to ensure the health and safety of our pupils
- Continue to emphasise that it is everyone's responsibility to improve attendance and punctuality
- Reward regular attendance

2. Legislation and guidance

This policy is based on the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#) and [school attendance parental responsibility measures](#). The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern school attendance:

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [Equality Act 2010](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- [Children and Young Persons Act 1963](#)
- DfE (2024) [Working together to improve school attendance](#)
- DfE (2024) [Keeping Children Safe in Education](#)

- DfE (2024) [Children missing education](#)
- DfE (2024) [Providing remote education: guidance for schools - GOV.UK \(www.gov.uk\)](#)
- DfE (2024) [Summary table of responsibilities for school attendance](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)
- [Mental health issues affecting a pupil's attendance: guidance for schools](#)

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

3. Expectations

3.1 What you can expect from our school

Our school will:

- Adopt a whole school approach 'attendance is everyone's business'
- Promote good attendance and punctuality and investigate any unexplained and/or unjustified absence
- Encourage pupils to attend school regularly through the provision of engaging learning opportunities that are appropriate to their needs
- Support pupils to secure good attendance and punctuality
- Recognise and reward pupils for good attendance
- Work hard to build supportive relationships with pupils and their parents/carers
- Provide parents/carers with a clear statement of attendance on student's reports
- Work closely with parents/carers where student absence is a cause for concern
- Support pupils returning to school following prolonged absence
- Work closely with the LA Education Welfare Service and relevant external agencies
- Only remove a student from the school roll when they have legally left
- Inform the Governing Body of attendance levels as part of each KPI report
- Where required, provide information for the prosecution of parents/carers whose children do not attend school and who do not have a substantive reason

3.2 What we expect of our pupils

- Pupils are responsible for their own attendance at school.
- Pupils will be expected to attend school every day and to keep their attendance at, or above, 96% throughout the year.

3.3 What we expect of our Parents/Carers

- Make sure their child attends school every day on time

- Parents are required to inform the school on the first day of absence before 9:00am of the reason and continue to do so daily via a text message, email, or phone call to school.
- Alternatively, parents may call into school and report to the school office where arrangements will be made to speak to a member of staff.
- Work with the school where support to improve their child's attendance is being offered

4. Specific roles and responsibilities

4.1 Class Teachers

- The school recognises that early intervention can prevent poor attendance. As such, teachers will receive training in identifying potentially at-risk pupils as part of their induction and refresher training.
- Teachers and support staff will receive training on this policy as part of their induction.
- Building supportive relationships with pupils in their class, discussing with pupils the reasons for absence when returning to school.
- Teachers and support staff will receive regular and ongoing training as part of their development.
- Using morning work time to regularly discuss the importance of attendance and punctuality as well as promoting this through our safeguarding curriculum.
- Accurately recording registers for all pupils.
- Informing the wider safeguarding team where concerns or patterns of attendance are identified.

4.2 Wider Safeguarding Team

- Monitoring attendance levels of all pupils
- Meeting on a regular basis with the Attendance and Welfare Officer and the Senior Leadership Link to discuss pupils with under 96% attendance, including reporting on persistent absence patterns and Student Premium attendance.
- Sharing information with wider school staff as appropriate
- In conjunction with the Attendance and Welfare Officer, ensure absence e-mails/notes are being provided and phone calls/emails from parents are logged.
- Liaising with parents or carers to identify any barriers which may be affecting attendance and offer support if appropriate to parents or carers and pupils
- Supporting pupils with difficulties in school
- Making home visits if appropriate to meet with parents or carers
- Informing parents or carers of legal responsibility for regular attendance and possible sanctions – via standardised letters where attendance has become a concern, penalty fines and prosecution
- Following up with the EWO's line manager where a decision is made to take action against parents/careers for the non-attendance of a student
- Arranging for work to be sent home if a student is likely to be absent for a known period of time
- Developing a support package, including the consideration of a phased return, where a student is returning after a long absence from school
- Ensuring that pupils are recognised and rewarded for good attendance
- Providing 100% attendance letters to parents/carers

4.3 School Attendance and Welfare Officer

- Monitoring the attendance levels of all pupils.
- Attending the accountability meetings on a regular basis with the DHT to identify patterns of absence
- Attending the welfare meetings to discuss pupils below the 90% and 50% threshold
- Reporting of persistent absentee and pupil premium attendance data
- Feeding back to staff as appropriate
- Liaising with parents/carers to identify any barriers which may be affecting attendance and offer support if appropriate to parents/carers and pupils
- Making home visits – home visits will be conducted after a risk assessed discussion with the Designated Safeguarding Lead.
- Creating intervention and/or reintegration plans in partnership with pupils and their parents/carers
- Informing parents/carers of legal responsibility for regular attendance and possible sanctions – via standardised letters where attendance has become a concern, penalty fines and prosecution
- Adopting a multi-agency working practice to support families with attendance
- Attending CP conferences/core group meetings under the direction of Social Care or SLT
- Using a wide range of strategies to monitor and improve attendance of all pupils, for example:
 - Attendance Action plans
 - Reintegration plan
 - Voluntary Parenting contracts
 - Penalties
 - Prosecution

4.4 School Attendance Officer

- Ensure registers are being completed and inform School Leaders (where there are persistent concerns)
- Clear and enter absence notes, (ensuring correct codes are used) absence emails and phone calls re absence
- Update and maintain pupils' personal data/contact details
- Make necessary amendments to ARBOR data
- Provide data to class teachers as required
- Provide data for the LA and DFE returns
- Provide individual attendance reports
- Provide data to the Headteacher / Deputy Headteacher as required
- Report any hardware difficulties to ICT systems managers
- Provide tracking data for attendance and punctuality as required
- Building relationships with parents/carers to discuss and tackle attendance issues
- Lead on recognition and reward programme related to attendance

4.5 The Designated Safeguarding Lead responsible for attendance

- Lead 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/punctuality identified through data
- Delivering targeted intervention and support to pupils and families

4.6 Headteacher

- 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
- Where necessary, issuing fixed-penalty notices

4.7 The local governing body

- Promoting the importance of school attendance at Keyingham Primary School
- Making sure school leaders fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the school
- Holding the headteacher to account for the implementation of this policy
- Ensuring that this policy, as written, does not discriminate on any grounds including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.

To support them in their role, governors receive information about school attendance and absence rates at each local governing body meeting

5. Recording attendance

5.1 Attendance register

We will keep an attendance register and place all pupils onto this register.

The designated staff members will take the attendance register at the start of each school day and at the start of the afternoon session. It will mark, using the appropriate national attendance and absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024, whether every student is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made

- The name and position of the person who made the amendment

See appendix 2 for the DfE attendance codes.

We will also record:

- Whether the absence is authorised or not
- The nature of the activity if a student is attending an approved educational activity
- The nature of circumstances where a student is unable to attend due to exceptional circumstances
- We will keep every entry on the attendance register for 3 years after the date on which the entry was made.
- Punctuality is of utmost importance and will be monitored. Pupils may arrive in school by 8.30am on each school day.
- The school day starts at 8:45. Pupils should be in their classroom at this time.
- Registers are marked by 9:00. Pupils will receive a late mark (L) if they are not in their classroom by this time. Registration closes at 9.15. Pupils arriving after this time will be marked as a U on the register (unauthorised lateness).
- After lunch, registers are marked by 13:15. Pupils will receive a late mark if they are not in their classroom by this time.
- The afternoon registers closes at 13:15. Pupils arriving in class after this time will be marked as a U on the register (unauthorized lateness).

5.2 Absence procedures

- Parents are required to inform the school on the first day of absence before 9:00am of the reason and continue to do so daily via a text message, email (admin@keyinghamprimary.co.uk), or a phone call to school.
- Alternatively, parents may call into school before 9am and report to the school office where arrangements will be made to speak to a member of staff.
- An Arbor message will be sent from 9.00am to the parent of any child who has not reported their child's absence.
- A phone call will be made to the parent of any child from 9.30am who has not yet reported their child's absence.
- If contact cannot be made by 11.45, then a home visit will take place and a letter will be issued. If no response to the letter is received within 7 days, the absence will be recorded as unauthorised.
- Whenever a learner absence is recorded as unauthorised, parents will be sent a message explaining that this has been done and providing an opportunity to discuss the absence further.
- We will mark absence due to physical or mental illness as authorised unless the school has a genuine concern about the authenticity of the illness.
- Where the absence is longer than 5 days (10 sessions) 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 parent/carer will be notified of this in advance.

In the case of persistent absence, arrangements will be made for parents to speak to the Attendance and Welfare Officer.

- The school will inform the LA of the details of pupils who fail to attend regularly, or who have 10 unauthorised absence sessions (5 school days) during a 10-week period.
- If a student's attendance drops below 90 percent, the Attendance and welfare officer and Pastoral Manager will track the young person's attendance, and formal contact will be made with the parents/carers.

- Where a student has not returned to school for 10 days after an authorised absence or is absent from the school without authorisation for 20 consecutive school days, the school will remove the student from the admission register if the school and the LA have failed to establish the whereabouts of the child after making reasonable enquiries.

5.4 Planned absence

Attending a medical or dental appointment will be counted as authorised if the student's parent/carer notifies the school in advance of the appointment. As stated above supporting evidence will be required.

- Parents/Carers should notify the school of any planned absence using the same email address as above.
- If the appointment requires the pupil to leave during the school day, they will be signed out at the school office by a parent.
- Pupils will attend school before and after the appointment wherever possible.

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

The student's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 6 to find out which term-time absences the school can authorise.

5.5 Following up unexplained absence

Absence of vulnerable young people

The Designated Safeguarding Lead will ensure that an accurate list of more vulnerable pupils is identified and held by the Attendance team; this might include those known to the Safeguarding and Social Care.

- The Wider Safeguarding Team will check the attendance of this group as soon as the register closes.

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

- Call the student's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If we cannot reach any of the student's emergency contacts, we may contact relevant agencies
- A home visit will be conducted by the school or agency involvement
- 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 again make a home visit to the pupils address.
- Where appropriate, offer support to the student and/or their parents/carers to improve attendance
- Identify whether the student needs support from wider partners, as quickly as possible, and make the necessary referrals
- Where support is not appropriate, not successful, or not engaged, consider further action as detailed in section 6.2 below

5.6 Lateness and punctuality

Punctuality is of the utmost importance and lateness will be monitored.

A student who arrives late:

- Before the register has closed will be marked as late (L), using the appropriate code
- After the register has closed will receive a mark (U) to show that they are on site but will be an unauthorized late mark.

5.7 Leave during lunch times

- Parents may be permitted to take their child away from the school premises during lunch times with permission from the headteacher – it is at the headteacher’s discretion as to whether a pupil will be allowed to leave the premises.
- Parents are required to submit a written request, outlining the reasons for their child to leave the premises during lunch time – this request will be submitted to the headteacher.
- The headteacher will consider the request and will invite the parent into the school for a discussion regarding any concerns, as well as the timely return of their child at the end of lunch time and their child’s behaviour when not on the school premises.
- The headteacher reserves the right to grant or refuse a request and will inform the parent in writing of their decision within one week of the request
- Our lunch time hours are 12:15 - 13:00. Pupils will leave the school premises within 10 minutes of the start of lunch and will return no later than 5 minutes before the end of lunch
- Parents will be required to meet their child at the school office when taking them off the premises – the pupil will be signed out and back in using the lunch time register at the school office
- A member of staff will be available at the school office before the pupil leaves the premises and upon their return to sign them back in. No pupil will leave the premises before the member of staff has given their permission
- If a pupil is expected to be leaving the school premises, they are required to do so – pupils will go home directly as soon as they leave the site
- If a pupil expected to leave no longer has reason to do so, e.g. a medical appointment is cancelled, a parent/carer should inform a member of staff at the school office immediately
- The headteacher reserves the right to withdraw their permission at any time – this may occur, for example, where a pupil displays poor conduct of behaviour when off the premises, or where there are attendance concerns
- Any decision to withdraw permission will be in writing, explaining the reasons for the headteacher’s decision. If permission is withdrawn, parents are not entitled to appeal the decision
- Parents are able to withdraw their request at any time – the request will be submitted in writing to the headteacher
- Permission will be updated on a termly basis – letters will be sent to parents at the beginning of each term to confirm whether they would like their request to continue

5.8 Truancy

Truancy means any active decision to not attend school/lessons.

- Immediate action will be taken when there are any concerns that a student might be truanting.
- If truancy is suspected, the Designated Safeguarding Lead will be notified and they will contact the child’s parents / carers, to assess the reasons behind the child not attending school/lessons.

The following procedures will be taken in the event of a truancy:

- Parents / carers will be contacted informing them of the truancy
- In internal truancy pupils will be removed from circulation and parents/carers will be informed.

5.9 Reporting to parents/carers

The school will regularly inform parents/carers about their child’s attendance and absence levels. This information will be included in the formal reports which are sent to parents during the year. Where a child’s attendance is causing concern, the school will contact parents/carers to make them aware of the attendance level and offer support to improve attendance.

Parents/Carers will receive half termly attendance letters regarding their child’s attendance. Parents/Carers can access all statutory attendance information on the parental ARBOR app.

6. Authorised and unauthorised absence

6.1 Approval for term-time absence

At Keyingham, our aim is to prepare pupils for their future lives and careers. With this in mind, we require parents to observe the school holidays as prescribed. The headteacher is unable to authorise holidays during term-time.

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, including the length of time the student is authorised to be absent for.

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. An 'Exceptional Absence Request Form' which can be requested from the school office admin@keyinghamprimary.co.uk and should be returned to the same email address. The headteacher may require evidence to support any request for leave of absence.

Valid reasons for **authorised absence** include:

- Physical or mental illness and medical/dental appointments with supporting evidence
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the student's parents/carers belong. If necessary, the school will seek advice from the parents'/carers' 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 student is attending educational provision

6.2 Modelling, sport and acting performances/activities

Under Section 37 of the Children and Young Persons Act 1963, all pupils engaging in performances/activities (whether they, or another person, receives payment or not), which require them to be absent from school, are required to obtain a licence from the LA which authorises their absence(s).

Where a pupil requests to be absent for a performance or activity, the individual or organisation responsible for organising, producing or running the activity/performance is required to request a licence from the LA.

The organiser is required to allow sufficient time for the LA to process the request – the LA will refuse to consider an application if the performance or activity is less than 21 days away.

The LA will only approve a licence application once it is satisfied that the pupil's education, health and wellbeing will not suffer; and the conditions of the licence will be observed.

The LA will impose any conditions it considers necessary to ensure that the pupil is fit to take part in the performance/activity, that there will be proper provision for the pupil's wellbeing, and that the pupil's education will not suffer.

The school will make additional arrangements for pupils engaging in performances or activities that require them to be absent from school to ensure they do not fall behind in their education – this may involve private teaching. These arrangements will be approved by the LA who will ensure that the arrangements are suitable for the pupil.

The organiser of the performance/activity is responsible for ensuring these arrangements are carried out.

The pupil will receive education that, when taken together over the term of the licence, amounts to a minimum of three hours per day that the pupil would be required to attend a school maintained by the LA issuing the licence.

The above requirement will be met by ensuring a pupil receives an education:

- For not less than six hours a week; and

- During each complete period of four weeks (or if there is a period of less than four weeks, then during that period), for periods of time not less than three hours a day; and
- On days where the pupil would be required to attend school if they were attending a school maintained by the LA; and
- For not more than five hours on any such day.

Where the applicant is unable to specify the dates of the performance/activity, and the LA decides to grant the application, the LA will specify that the pupil can only take part in the activity for a specified number of days within a six-month period.

Where a licence has been granted by the LA and it specifies dates of absence, no further authorisation is needed from the school.

Where an application does not specify dates, and it has been approved by the LA, it is at the discretion of the headteacher to authorise the leave of absence for each day.

The headteacher will not authorise any absences which would mean that a pupil's attendance would fall below 96 percent.

Where a licence has not been obtained, the headteacher will not authorise any absence for a performance or activity.

The LA will be satisfied that arrangements for chaperones, accommodation, place of performance and rehearsal, and travel are suitable before it grants the application.

The LA may decide to place restrictions on any performance or activity – this can include maximum hours and breaks. The maximum number of consecutive days that a child can perform is six – this applies to performances only.

Pupils who perform are entitled to a break of at least 14 days following the last performance where the pupil has been performing on the maximum number of consecutive days over a period of eight weeks, unless the period to which the licence applies is less than 60 days.

A licence is also required where a pupil will be absent from school and conducting a performance or activity abroad.

The LA is responsible for enforcing all licence requirements; they may carry out inspections of the premises:

- Where rehearsals during the performance period are taking place;
- Where performances or activities are taking place; or
- Where the pupil is receiving their education, in order to check that licensing conditions are being met.

The LA has the power to amend or revoke existing licences at any time. If the LA refuses to grant a licence, it will provide reasons for this decision in writing to the individual/organisation applying for the licence.

The organiser of the performance/activity has the right to appeal the decision to a magistrates' court, including its refusal, revocation or variation, and against any condition under which a licence is granted or an approval is given.

6.3 Legal action to enforce school attendance

Local authorities and schools can fine parents/carers 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/carer must pay the local authority £80 within 21 days or £160 within 28 days. The payment must be made directly to the local authority. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

If a second penalty notice is issued within three years of the first penalty notice, then this will be at a fixed rate of £160 per parent per child, with no reduction for early payment.

A third penalty notice cannot be issued within the three-year period; therefore, the local authority will deal with any further unauthorised leave through prosecution.

In line with statutory guidance (working together to improve school attendance) headteachers will decide whether it is appropriate to issue a penalty notice for any student where their attendance meets the national threshold for issuing a penalty notice

The decision on whether to issue a penalty notice may consider:

- 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 student is found in a public place during school hours without a justifiable reason

As stated at the start of this policy, the school is committed to building strong relationships with families to ensure pupils have the support in place to attend school. With this in mind, the headteacher will not issue penalty notices where they are of the view that:

- The parent/carer is working proactively with the school to improve their child’s attendance
- Issuing a fine would be counterproductive.

7. Strategies for promoting attendance

To support high levels of attendance, the school will continually monitor and act to improve attendance. This will follow a staged approach as outlined below. Attendance data will be analysed by the Attendance Officer/Wider Safeguarding team to identify trends in key groups, including vulnerable pupils, year groups and individual pupils. Following thorough data analysis, the following staged approach will be followed:

Attendance	Approach
Stage 1 Excellent Attendance	<ul style="list-style-type: none"> • 100% weekly acknowledgements – House Points, class attendance certificates and stickers. • 100% attendance letters each half term • Recognition and Rewards
Stage 2 Good Attendance	<ul style="list-style-type: none"> • Parents/Carers informed if pupils are at risk of falling below 95% • Half termly letter
Stage 3 Monitoring	<ul style="list-style-type: none"> • If a pupil’s attendance falls below 96 percent, a letter is sent home raising concerns that their attendance has fallen below the school’s expected standard.
Stage 4 Concern	<ul style="list-style-type: none"> • If a pupil’s attendance falls below 90 percent, a letter is sent to the family explaining that the pupil’s attendance is now being monitored, and the attendance officer contacts the parents to discuss this. This will be reviewed on a half termly basis • The pupil’s attendance is monitored for two weeks and, if attendance does not improve after this time, parents are required to attend a meeting in school with the classroom teacher and set targets for their child in the form of an action plan. If parents are unwilling to cooperate, or are genuinely unable to attend, a referral may be required to the local education welfare officer (EWO), who will then conduct a home visit. • After the two-week monitoring period, and if targets are met, a letter is sent home from the SLT to congratulate the pupil and their parents on improving attendance. Monitoring and

	communication with the parents continue until attendance stabilises to 96 percent.
Stage 5 Serious Concern	<ul style="list-style-type: none"> • Parents/Carers will be invited to a meeting with the senior leader of attendance to discuss further targets for the Action Plan. Monitor over a 2 week period. • The wider safeguarding team will make home visits where appropriate • Discussion with Education Welfare officer
Stage 6 Critical	<ul style="list-style-type: none"> • Education Welfare officer involvement • DSR will be completed • The wider safeguarding team will make home visits where appropriate

8. Attendance monitoring

8.1 Monitoring attendance

- Monitor attendance and absence data weekly, half-termly, termly and yearly across the school and at an individual student level
- Identify whether there are particular groups of children whose absences may be a cause for concern

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 local governing body.

8.2 Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

8.3 Using data to improve attendance

The school will:

- Provide regular attendance reports to tutors/classroom teachers/curriculum leaders, and other school leaders, to facilitate discussions with pupils and families
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

8.4 Reducing persistent and severe absence

Persistent absence is where a student misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Hold regular meetings with the parents/carers of pupils who the school considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school

- Provide access to wider support services to remove the barriers to attendance

Appendix 1: Key School Contacts

Name	Role	Email
Victoria White	Headteacher	vwhite@keyinghamprimary.co.uk
Mike Copley	Deputy Headteacher Designated Safeguarding Lead	mcopley@keyinghamprimary.co.uk
Charlotte Turnbull	Attendance Officer and DDSL	cturnbull@keyinghamprimary.co.uk
Tracy Lawson	DDSL, ELSA and Child Protection Manager	tlawson@keyinghamprimary.co.uk

Appendix 2: 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 in advance, including school holidays