Attendance Policy 25-26

Donnington Wood Church of England Junior School

Our School Vision

Our school is a community where each person is valued as a child of God. We are a Church of England school, inspired and guided by the life and teaching of Jesus. We work together to create a caring, friendly and safe school family, to enable the whole school community to flourish and each person reach their full God-given potential.

Our Motto

"*The ones who plant and the ones who water work together as a team with the same purpose.*"

1 Corinthians 3:8

We believe that with God's help when we all work as a TEAM - Together Everyone Achieves More.

Our Mission (INTENT)

At Donnington Wood CE Junior School we will

- put the safety of everyone as a priority so we can work in trust and peace.
- encourage everyone to understand the true meaning of friendship, fellowship and community by acting with humility, compassion and in service to each other.
- be inclusive so everyone is valued and respected and where tolerance and diversity are celebrated.
- seek out every opportunity to ensure that all of us flourish in all that we do, developing wisdom and creativity, through an ambitious and broad curriculum that challenges expectations, deepens knowledge and develops skills.
- empower pupils and adults to develop hope and perseverance, so that they are able to engage/explore the challenges of school and the wider world.
- nurture the spiritual development of our school fellowship, develop tolerance of other faiths, beliefs and cultures and build religious literacy through collective worship of God and teaching of RE.
- champion our values to equip our children ready for their future as respectful individuals, life-long learners and active citizens in society (justice).

This Vision and Mission will be evident in all we do, from the way we work together to the attitudes to life you will see us show. This is a key policy in achieving these goals.

Approved by:	Head Teacher	**Date:** 08.01.2026
Last reviewed on:	08.01.2026	
Next review due by:	January 2027	

Contents

1. Aims

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

> Setting high expectations for the attendance and punctuality of all pupils

> Promoting good attendance and the benefits of good attendance

> 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 lessons.

2. Legislation and guidance

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

> Part 6 of the Education Act 1996

> Part 3 of the Education Act 2002

> Part 7 of the Education and Inspections Act 2006

> The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, and 2016 amendments)

> The Education (Penalty Notices) (England) (Amendment) Regulations 2013

   It also refers to:

> School census guidance

> [Keeping Children Safe in Education](#)

> [Mental health issues affecting a pupil's attendance: guidance for schools](#)

3. Roles and responsibilities

3.1 The governing board

Our link governor for attendance is Kerry Debenham. Kerry Meets with the Senior Attendance Champion (Miss Ganderton) on a termly basis to discuss and action plan for attendance. Kerry is currently working with the school's values champions to capture pupil voice around attendance

The governing board is responsible for:

> Setting high expectations of all school leaders, staff, pupils and parents

> Making sure school leaders fulfil expectations and statutory duties, including:

   o Making sure the school records attendance accurately in the register, and shares the required information with the DfE and local authority

   o Making sure the school works 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

> Making sure 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:

   o The importance of good attendance

   o That absence is almost always a symptom of wider issues

   o The school's legal requirements for keeping registers

   o 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 headteacher to account for the implementation of this policy

3.2 The headteacher

The headteacher (Mr Fox) is responsible for:

> The implementation of this policy at the school

> Monitoring school-level absence data and reporting it to governors

> Supporting staff with monitoring the attendance of individual pupils

> Monitoring the impact of any implemented attendance strategies

> Issuing fixed-penalty notices, where necessary, and/or authorising the Senior Attendance Champion (Miss Ganderton) to be able to do so

> 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

3.3 The Senior Attendance Champion

The Senior Attendance champion (Miss Ganderton) 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 Senior Attendance Champion responsible for attendance is Miss Ganderton and can be contacted via the school office on 01952 386660

3.4 The attendance officer

The school attendance officer (Miss Armstrong)is responsible for:

> The daily attendance checks and communication with parents

> Monitoring and analysing attendance data (see section 7)

> Benchmarking attendance data to identify areas of focus for improvement

> Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance, and the headteacher

> Working with education welfare officers to tackle persistent absence

> Advising the headteacher (Mr Fox)/ Senior Attendance champion (Miss Ganderton) when to issue fixed-penalty notices

The attendance officer is Miss Armstrong and can be contacted via the school office on 01952 386660 or by email dwjparentpay@taw.org.uk

3.5 Class teachers

Class teachers are responsible for recording attendance for both morning and afternoon sessions on a daily basis, using the correct codes (see Appendix 1), and submitting this information to the school office. The school register has to be submitted by 8:30am. The school register closes at 9:00am. The second register must be submitted by 1:10pm.

3.6 School office staff

School office staff will:

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

> Transfer calls from parents/carers to the pastoral/ SEND team where appropriate to provide them with more detailed support on attendance

3.7 Parents/carers

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 in line with Section 576 or the Education Act 1996, including:

> All natural parents, whether they are married or not

> All those who have parental responsibility for a child or young person

> Any person who although not a natural parent, has day-to-day care of a child or young person (i.e. lives with and looks after them)

Parents are expected to:

> Make sure their child attends school every day on time (Arrive from 8:25am register is taken at 8:30)

> Call the school to report their child's absence before 8.25am on the day of the absence (and each subsequent day of absence), and advise when they are expected to return.

> Provide the school with more than 1 emergency contact number for their child.

> Ensure that, where possible, appointments for their child are made outside of the school day.

> Keep to any attendance contracts that they make with the school and/or local authority

> Seek support, where necessary, for maintaining good attendance, by contacting any member of staff in school either at the class door, the main office or by phone (01952 386660) or email dwjparentpay@taw.org.uk. A member of the inclusion team (Pastoral, SEND or attendance) will be happy to help.

3.8 Pupils

Pupils are expected to:

> Attend school every day on time

4. Recording attendance

4.1 Attendance register

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

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark, using 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 circumstances, where a pupil is unable to attend due to exceptional circumstances

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

The school day starts at 8:25am and ends at 2:55pm

Pupils must arrive in school by 8:30am on each school day.

The register for the first session will be taken at 8:30am and will be kept open until 9. The register for the second session will be taken at 1:05pm and will be kept open until 1:10pm

4.2 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 8:25am or as soon as practically possible, by contacting the school office staff, who can be contacted via telephone (01962 386660) or via email dwjparentpay@taw.org.uk

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 3 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.

4.3 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 and can provide an appointment card. However, we encourage parents 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.

Parents wishing the school to consider granting leave in term time should read these notes carefully and then complete and send the request form to the Headteacher. This form should be sent to the school in time for the request to be considered **before** the desired period of absence. (Parents are strongly advised not to finalise any planned absence before receiving the school's decision regarding their request). In any event the request form must be received by the school at least four weeks before the leave in term time requested dates to allow sufficient time for appropriate consideration.

The granting of leave of absence in term time is, by law, a matter for consideration and decision by the Headteacher. There is no automatic right to any leave in term time. The Department for Education (DfE) Guidance '*Working Together to Improve School Attendance (Feb 2024)*' states that: *Generally, the DfE does not consider the need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance.* Telford & Wrekin Local Authority (LA) policy supports that view. Where such requests are made, the Headteacher should decide if there are **exceptional circumstances** before the leave is granted, if the leave is granted the Headteacher has the discretion to agree the duration of that leave.

Each case will be considered individually and on its own merits. Parents therefore, need to consider very carefully before making any request for leave in term time, the demands of the National and wider School Curriculum especially at the Key Stage assessment stage. In considering a request, the school may also take account of: -

- the **exceptional** circumstances stated that have given rise to the request;
- whether the child is compulsory school age;
- the stage of the child's educacotion and progress and the effects of the requested absence on both elements;
- whether the same trip could be taken during the 13 weeks school is closed to pupils?
- students/pupils on examination courses or due to take SATS will **not** normally be granted leave of absence.

Where parents have children in more than one school, a separate request must be made to each school. The Headteacher of each school will make their own decision based on the factors relating to the child at their school. However, there is an expectation that all schools involved will communicate and all agree a decision whether to authorise or not. It is hoped that if this situation arises parents will be persuaded to accept the reasons for refusal given and, thereby, withdraw any leave requests.

Where requests for a grant of leave in term time are received from only one parent the response letter – agreeing or refusing – will be either addressed to both/all parents where they live at the same address or to each where they do not. This is to ensure, particularly in the case of a refusal, that both or all parents are fully aware of the consequences of ignoring a refusal as the refusal letter clearly states that each parent may receive a penalty notice.

Should the school decide to grant the leave. but the child **does not return to school at the time s/he was expected to** (i.e. following the expiry of the granted leave in term time period) and, no information is available to the school to explain/justify the continuing absence or, make known the whereabouts of the child, **his/her place at the school could be lost.**

Go to section 5 to find out which term-time absences the school can authorise.

4.4 Lateness and punctuality

A pupil who arrives late (after 8:30am):

> Before the register has closed (9;00am) will be marked as late, using the appropriate code (L)

> After the register has closed (9:00am) will be marked as absent, using the appropriate code (U)

Parents are contacted via text if their child has arrived late and if this becomes an ongoing issues parents will be sent a School Attendance Letter about their Lates. If there continues to be a pattern of lates parents/ carers will be invited in for an Attendance concern meeting.

4.5 Following up unexplained absence

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

> Call 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 will send a text and

an email to parents. If the pupil and family are open to other agencies, we may communicate with other agencies such as strengthening families' workers and/or social workers.

> 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 (s) for which the pupil was absent.

> Call the parent on each day that the absence continues without explanation, to make sure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer. On occasions where the safeguarding team deem it appropriate, a home visit may be carried out sooner than identified below.

> Where relevant, report the unexplained absence to the pupil's youth offending team officer

> Where appropriate, offer support to the pupil and/or 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: issue a notice to improve, penalty notice or other legal intervention (see Section 5.2 below), as appropriate.

> If absence continues for two days without contact, on day three the school will carry out a home visit (safe and well check)

> Following a home visit, if we are still unable to obtain contact on day 3. We will contact police/ local safeguarding teams.

> If absence continues, the school will consider involving an education welfare officer.

4.6 Reporting to parents/carers

The school will regularly inform parents (see definition of 'parent', as used in this policy, in section 3.7 above) about their child's attendance and absence levels. All parents will receive a copy of their child's attendance report at the end of the school year. Where there are patterns of poor attendance, target groups may receive copies of their attendance reports more frequently.

If there are any emerging themes or whole school trends, actions will be taken by the school attendance team to share this with parents. Relevant health information will be shared with parents as we receive it from our local Health Protection Hub.

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

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

The headteacher will only grant a **leave of absence** to a 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, or regulated employment abroad

> Attending an interview

> Study leave

> A temporary, time-limited part-time timetable

> Exceptional circumstances

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

We define 'exceptional circumstances' as an unexpected or unavoidable event that is outside of your control. The incident or event may impact your ability to get to school. In such an occasion, please to contact school as we may be able to offer support.

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, taking into account the specific facts, circumstances and relevant background context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least 4 before the absence, and in accordance with any leave of absence request form, accessible as an Appendix at the end of this policy. The headteacher may require evidence to support any request for leave of absence.

Other valid reasons for **authorised absence** include (but are not limited to):

> Illness (including mental-health illness) and medical/dental appointments (see sections 4.2 and 4.3 for more detail)

> Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the 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)

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

> Attending work experience

> 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

From August 19th 2024, schools must inform the Local authority of all pupils of compulsory age who they have reasonable grounds to believe will miss 15 days of school due to illness.

5.2 Sanctions

Our first step to improve attendance is through support. This requires a working partnership between school and parents. In some situations this doesn't always result in improved attendance and as a school we will make use of the full range of potential sanctions – including, but not limited to, those listed below – to tackle poor attendance. Decisions will be made on an individual, case-by-case basis. In sum, if there is limited improvement despite the school offering continued support to families there will be two routes to follow:

Section 444 of the Education Act

Attendance Support Team (AST Referral)	Penalty Notices
Schools will always start with offering support but if attendance continues to decline school will issue a School Attendance Letter (SAL 1), followed by a SAL 2. If attendance is still causing concern, parents may be invited to discuss any concerns, perhaps via an	**Penalty notices** The headteacher (or someone authorised by them), local authority or the police can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a penalty notice.

Attendance Concern Meeting (ACM) in school or discussion at a parent's consultation event.

Schools may make enquiries with other schools where they believe siblings attend and agree to work in partnership before any referral to Attendance Support Team so that intervention runs in parallel.

If school are concerned about the pupil and the family are disengaged with support school have offered school will consider completing an Early Help Assessment with a view to a referral to the Local Authority Early Help teams.

If attendance deteriorates, the attendance officer will complete an Attendance Support Team (AST) referral form in full and send it to the Local authority.

- First Warning Notice Aggravated (AST1A)
- Final Warning Aggravated (AST2A)
- Interview Under Caution (IUC)

The attendance Support Team conduct all investigations for non-school attendance offences in accordance with the Police and criminal Evidence Act 1984 (PACE) and aim to guide school staff through the complex process of requesting and preparing evidence for an Interview under Caution (IUC)

If the school issues a penalty notice, it will check with the local authority before doing so, and send it a copy of any penalty notice issued.

Before issuing a penalty notice, the school will consider the individual case, including:

> Whether the national threshold for considering a penalty notice has been met (10 sessions of unauthorised absence in a rolling period of 10 school weeks)

> Whether a penalty notice is the best available tool to improve attendance for that pupil

> Whether further support, a notice to improve or another legal intervention would be a more appropriate solution

> Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate

If in an individual case the local authority believes a Penalty Notice would be appropriate, they retain the discretion to issue one before the threshold is met. This might apply for example, when parent(s) are deliberately or purposefully avoiding the national threshold by taking several term time holidays below threshold, or for repeated absence for events such as birthdays and taking their child out of school, or when there are only four pupil days in school and the fifth day is for example a PD day or bank holiday.

A penalty notice may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the school has notified the parents that the pupil must not be present in a public place on that day).

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 instead.
	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.
	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

6. Strategies for promoting attendance

Improving attendance is everyone's business. The barriers to accessing education are wide and complex, both within and beyond the school gates, and are often specific to individual pupils and families. The foundation of securing good attendance is that school is a calm, orderly, safe, and supportive environment where all pupils want to be and are keen and ready to learn.

Some pupils find it harder than others to attend school and therefore at all stages of improving attendance, schools and partners should work with pupils and parents to remove any barriers to attendance by building strong and trusting relationships and working together to put the right support in place. Securing good attendance cannot therefore be seen in isolation, and effective practices for improvement will involve close interaction with schools' efforts on curriculum, behaviour, bullying, special educational needs support, pastoral and mental health and wellbeing, and effective use of resources, including pupil premium. It cannot solely be the preserve of a single member of staff, or organisation, it must be a concerted effort across all teaching and non-teaching staff in school, the trust or governing body, the local authority, and other local partners.

We share whole school attendance and each class attendance on the school website each week. This is also displayed in the school reception area.

Each term we celebrate the success of children who have been in school 100%- children are presented with a certificate in our flourishing assembly.

The values' champions are currently working with the link governor for attendance to implement reward systems for individuals and whole classes to help improve attendance and punctuality.

As part of our Early Help offer there are many other ways we work with our families to promote good attendance but also support our families who are experiencing periods of challenge in their lives.

- Breakfast clubs
- After school clubs
- Transport support
- Meet and greets.
- Daily check ins and phone calls home to support pupils who need that connection with key adults.

The attendance team work closely with the pastoral and SEND team and can work with families and wider school staff to access external referrals where needed (e.g. Early Help Assessments, Behavior support Teams, Educational Psychologists, Learning Support Advisory Teachers, BeeU Educational Mental Health Practitioners).

7. Supporting pupils who are absent or returning to school

7.1 Pupils absent due to complex barriers to attendance

Our approach at Donnington Wood C of E Junior school is support first. We have a range of support that can be put in place for pupils with complex barriers to attendance however, we are unable to do this on our own. Open communication with parents is essential to help ensure the right support is in place at the right time. We have an extensive Early Help offer and a wealth of connections with community support networks but we require buy in from our families.

7.2 Pupils absent due to mental or physical ill health or SEND

We recognize that many of our pupils may be absent due to mental or physical ill health or SEND. We pride ourselves with our graduated response to SEND, Pastoral and mental health. The inclusion team take ownership of the provision that is needed to be put into place to integrate pupils into school when they encounter difficulties. Again, for this to be successful, open communication with parents is essential to ensure the right support can be put in place at the right time.

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.

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

We understand here at Donnington Wood C of E Junior School that pupils may return to school after a lengthy or unavoidable period of absence; there can be many reasons for this. The inclusion team are very proactive and upon reintegration to education appropriate assessments will be made to ensure any missed learning is identified. If it is for a pupil who has remained on roll, pupils will have had access to our online learning platform Seesaw.

8. Attendance monitoring

8.1 Monitoring attendance

We monitor attendance for Persistent and Severely Persistent absentees every 15 days. During this review we liaise with our Local Authority Education Welfare and Court officer who provides further advice upon request. The school monitors attendance and absence data (including punctuality) half-termly, termly and yearly across the school and at an individual pupil, year group and cohort level.

Specific pupil information will be shared with the DfE on request. The school has granted the DfE access to its management information system to the data can be accessed regularly and securely.

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

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

2023-2024		
National Attendance figure for Primary school	Telford and Wrekin Local Attendance figure for Primary school	Donnington Wood C of E Junior school
94.5%	94.6%	93.4%
2024-2025		
National Attendance figure for Primary school	Telford and Wrekin Local Attendance figure for Primary school	Donnington Wood C of E Junior school
95.56%	92.93%	94.8%

We monitor vulnerable groups each term to help identify if specific cohorts require targeted support (e.g. EHCP, SEND, Pupil Premium, Children with a social worker)

8.2 Analysing attendance

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

8.3 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 severed absence, and their families (see section 8.4 below)

> Provide regular attendance reports to class teachers, to facilitate discussions with pupils and families, and to the governing board and school leaders (including special educational needs co-ordinator, designated safeguarding leads and pupil premium leads)

> Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

> Share information and work collaboratively with other schools in the area, local authorities and other partners where a pupil's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific pupils, where appropriate

8.4 Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school (below 90%), and severe absence is where a pupil misses 50% or more of school (below 50%). 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:

o   Discuss attendance and engagement at school

o   Listen, and understand barriers to attendance

o   Explain the help that is available

o   Explain the potential consequences of, and sanctions for, persistent and severe absence

o   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 (see section 5.2, above)

We value pupil and parent voice to help drive improvement in attendance. Daily, weekly and termly recognition is given for improvements in attendance. Pupils have also introduced a number of incentives to help encourage their peers to attend school more regularly:

- Weekly stickers for attendance.
- Top table in the lunch hall for daily punctuality.

9. Monitoring arrangements

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

10. Links with other policies

This policy links to the following policies:

> Child protection and safeguarding policy

> Behaviour policy

> School Early Help Offer

Appendix 1: attendance codes

The following codes are taken from the Telford and Wrekin Guide for Registration Codes

Code	Meaning	Guidance	Statistical use.
Attending the school
/	Present at the school – morning session	**Pupils must not be recorded as present if they are not in school during registration.** - If a pupil were to leave the school premises after registration, the register should not be amended.	These codes are classified for statistical purposes as attending.
\	Present at the school – afternoon session		
L	Late arrival before the register is closed.	**The pupil arrives in school before the register is closed.** **The length of time the register is open should be set out in the school's attendance policy.** This will be the same for the morning session and the afternoon session and not longer than 30 minutes. - If a pupil is absent for registration, recorded as code N (reason for absence not yet established), but arrives in the school after the register is closed, the attendance register must be amended to record them as absent using the relevant absence code.	This code is classified for statistical purposes as attending.
Attending a place other than the school
P	Participating in a sporting activity	**The pupil is absent from school so that they can attend a place for an approved educational activity that is a sporting activity.** **The decision to approving a sporting activity rests with the school**. - If they have any concerns about the appropriateness of an activity, they need to seek advice from the sports' national governing body. **Schools have responsibilities for the safeguarding and welfare of pupils attending an approved educational activity and will need to be satisfied that appropriate measures have been taken to safeguard the pupil.** - Schools should **ensure that arrangements are in place whereby the provider of the sporting activity notifies the school of any absence by the pupil**. - The school must record the pupils' absence using the relevant absence code.	This code is classified for statistical purposes as attending an approved education activity. *
W	Attending work experience	The pupil is **absent from school so that they can attend a place for an approved educational activity that is work experience provided under arrangements made by a local authority or the school as part of the pupil's education.**	This code is classified for statistical purposes as attending an approved education activity. *

		- Schools have responsibility for the safeguarding and welfare of pupils attending an approved educational activity and will need to be satisfied that appropriate measure have been taken to safeguard the pupil. - Schools should **ensure that arrangements are in place whereby the provider of the work experience notifies the school of any absence by the pupil.** - The school must record the pupil's absence using the relevant absence code.	
B	Attending any other approved educational activity.	**The pupil is absent from school so that they can attend a place for any other approved educational activity.** - Schools **MUST** record the nature of the educational activity whenever this code is used. *E.g. attending courses at college, attending transition days at a school where they are to become a registered pupil, attending unregistered alternative provision.* **Schools have responsibilities for the safeguarding and welfare of pupils attending an approved education activity and will need to be satisfied that appropriate measure have been taken to safeguard the pupil.** **Schools should ensure that arrangements are in place whereby the provider of the activity notifies the school of any absence by the pupil.** The school must record the pupil's absence using the relevant absence code. - This code cannot be used as a blanket code, schools must record each reason for absence. **Main deciding factor is whether it is supervised by someone with the appropriate skills to provide that supervision.** **Remote learning cannot be recorded using this code or code K.** This is because the attendance register is recording those pupils who are present in school at the time the register is taken and for those who aren't the reason they are absent. In the case of remote learning the pupil may be absent for example due to illness, or closure, or exclusion. **Supervision means physical supervision by someone who meets the definition set out in the regulations.**	This code is classified as attending an approved education activity. *

*Codes P, W and B.

A pupil can only be recorded as attending a place for an approved educational activity if it meets the following definition as set out in the guidance:

- ➢ **The pupil must have permission to attend the provision.**
- ➢ **The place where the pupil is attending is not the school or any other school at which the pupil is registered as a pupil.**
- ➢ The activity is **educational in nature;**
- ➢ **The pupil's attendance at the place for that activity has been approved by the school:** and
- ➢ **The activity is to be supervised by a person thought by the school to have appropriate skills, training, experience, and knowledge to ensure that the activity takes place safely and fulfils the educational purpose for which the pupil's attendance has been approved.**
- ➢ but not:

		o Education provision arranged by a local authority under section 19 (1) of the Education Act 1996 or section 42 (2) or 6 (1) of the Children and Families Act 2014: or o An educational visit or trip attendance by or on behalf of the school and supervised by a member of school staff;	
V	**Attending an educational visit or trip**	o The pupil is **absent from school** so that they can attend a place, other than the school or any other school at which they are a registered pupil, **for an educational visit or trip arranged by or on behalf of the school** and **supervised by a member of school staff.** o The visit must take place during the session for which it is recorded. o **Schools have responsibilities for the safeguarding and welfare of pupils attending an approved education activity and will need to be satisfied that appropriate measure have been taken to safeguard the pupil.**	This code is classified for statistical purposes as attending an approved education activity.
K	**Attending education provision arranged by the local authority.**	o The pupil is **absent from school** so that they can attend a place, other than the school or any other school at which they are a registered pupil, **for educational provision arranged by the local authority.** o Schools **MUST** record the nature of the provision. *E.g. attending courses at college, attending unregistered alternative provision, such as home tuition.* o Schools should ensure that arrangements are in place whereby the provider notifies the school of any absence by the pupil. The school **MUST** record the pupil's absence using the relevant absence code. o Schools **MUST** also record the nature of the activity.	This code is classified for statistical purposes as attending an approved education activity.
Absent – leave of absence				
D	**Dual registered at another school**	o **Where a pupil Is registered at more than one school this code is used to indicate that the pupil is absent with leave to attend the other school at which they are registered.** o The main examples of dual registration are pupils who are on a managed move, attending a pupil referral unit, a hospital school, or a special school on a temporary basis. o **The school at which the pupils is scheduled to attend MUST record the pupil's attendance and absence using the relevant code.** o **The code may only be used by either school for a session where a pupil is scheduled to attend the other school at which they are registered.** o Schools should ensure that arrangements are in place whereby all unexpected and unexplained absence are promptly followed up.	To avoid double counting this code is classified for statistical purposes as not a possible attendance
C1	**Participating in a regulated performance**	o Where **the LA has granted a licence for the pupil to take part in regulated performance** (section 37(2) of the Children and Young Person Act 1963).	This code is classified for statistical purposes

	or undertaking regulated employment abroad.	o **Where a pupil is covered by a Body of Person Approval (BOPA).** o **Where a Justice of the Peace has given the pupil a licence to go abroad to perform** (section 25 (2) of the Children and Young Persons Act 1933).	as an authorised absence.
M	**Attending a medical or dental appointment**	o Where **the pupil is attending a medical or dental appointment.** o The parent should gain the school's agreement in advance, and where an application is made on advance by the parent and the school is satisfied by the facts of the case, they should grant the leave. o If the pupil is present at registration but leaves the school to attend a medical or dental appointment during the session, no absence needs to be recorded for that session.	This code is classified for statistical purposes as authorised absence.
J1	**Attending an Interview**	o **The pupil is absent with leave to attend an interview for employment or for admission to another educational establishment.** o The interview must take place during the session for which it is recorded. For example, if the interview is in the afternoon, it cannot be used for the morning if the pupil is absent in the morning.	This code is classified for statistical purposes as authorised absence.
S	**Study leave**	o **The pupil is absent with leave for the purpose of studying for a public examination.** o Study leave should not be granted by default once tuition of the exam syllabus has been completed. o Schools that do decide to grant study leave must still make provision available to those pupils who want to continue to come into school to revise.	This code is classified for statistical purposes as authorised absence.
C2	**Compulsory school age pupil subject to a part-time timetable**	o Used in very exceptional circumstances where it is in the pupil's best interest to have a temporary part time timetable. o The school **MUST** agree with the parent the pupil normally lives with including the times and dates when the pupil will be expected to be attending. o Where a pupil is receiving full time education, but only part of that is at school, this code must not be used. It cannot be used as a blanket code. o Where **flexi schooling is being granted, this code should not be used**. The pupil is marked as **code C** leave of absence for exceptional circumstances.	This code is classified for statistical purposes as authorised absence.
C	**Leave of absence for exceptional circumstances**	o All **schools can grant a leave of absence at their discretion**. o Schools must judge each application of the specific facts, circumstances, and relevant background context behind each request. o Where a leave of absence is granted, the school will determine the number of days a pupil can be absent from school.	This code is classified for statistical purposes as authorised absence.

		o Generally, a need to desire for a holiday or other absence for the purpose of leisure or recreation would not constitute exceptional circumstances. o **If in an individual case the school did grant a leave of absence for a holiday, it would be recorded as code C.**(the H code has been removed from the National codes)	
	Absent – other authorised reasons		
T	**Parent travelling for occupational purposes**	o **The pupil is a mobile child of compulsory school age, and their parent is travelling in the course of their trade or business and the pupil is travelling with them**. It cannot be used for a pupil where they have a permanent home and permanent address. **It is for mobile children with no fixed residential address** and whose parents are engaged in a business that means that they have to move from place to place. For example, showmen families, occupational barge dwelling families. o To help ensure the continuity of education for pupils, when their parent is travelling for occupational purposes in England**, it is expected that the pupil should attend a school where the parent is travelling and be dual registered at that school and their main school.** o **It is not used as a blanket code for everyone from a travelling background.** o Whilst for statistical purposes this is counted as an authorised absence, if a pupil's attendance was to fall below an acceptable level, consideration may be given to attendance enforcement. o In some cases, parents can present a defence against prosecution, under S 444 (6) of the Education Act 1996. The defence applies where the child has no fixed abode, and the parent can prove that they are engage in a trade or business that requires them to travel from place to place and that the child has been attending school as regularly as the trade or business permits. If the child is aged over 6, the parent must prove that the child has attended school for at least 200 sessions in the preceding 12 months. This is in additional to the requirement to prove that if the has attended regularly as the trade or business permits, which means that if the trade or business permits the child to attend for more than 200 sessions, they should do so.	This code is classified for statistical purposes as authorised absence.
R	**Religious observance**	o **The pupil is absent on a day that is set exclusively apart for religious observance by the religious body the parent belongs to.** o If in doubt, schools should seek advice from the parents' religious body.	This code is classified for statistical purposes as authorised absence.

I	Illness	o **The pupil is unable to attend due to illness** (both physical and mental health related). o Schools are not expected to routinely request that parents provide medical evidence to support illness absences.	This code is classified for statistical purposes as authorised absence.
E	Exclusion	o **The pupil is suspended from school or permanently excluded from school**, but their name is still entered in the admissions register, and no alternative provision has been made for the pupil to continue with education.	This code is classified for statistical purposes as authorised absence.
X	Non-compulsory age pupil not required to attend school	o Used for **sessions where a non-compulsory school aged pupil's timetable does not require them to attend**. i.e. Nursery, Reception or sixth form where they are not expected to be attending school. o Where the pupil is absent when timetabled to attend the school, the absence must be recorded using the appropriate absence code, not code X.	This code is classified to statistical purposes as not a possible attendance.
**Absent – unable to attend because of unavoidable cause**		
Q	Lack of access arrangements	o This only covers **scenarios where the local authority has a legal duty to provide the pupil with transport and it has not yet been arranged.**	This code is classified to statistical purposes as not a possible attendance.
Y1	Transport normally provided not available	o **The pupil is unable to attend because the school is not within walking distance of their home and the transport to and from the school that is normally provided is not available**.	This code is classified to statistical purposes as not a possible attendance.
Y2	Widespread disruption to travel	o **The pupil is unable to attend school because of widespread disruption to travel caused by local or national emergency.**	This code is classified to statistical purposes as not a possible attendance.
Y3	Part of the school premises is closed	o **Part of the school premises is unavoidably out of use and the pupil is one of those the school considers cannot practicably be accommodated in those art of the premises that remain in use.** o This cannot be used for any planned closure such as weekends or holidays.	This code is classified to statistical purposes as not a possible attendance.
Y4	Whole school site closed unexpectedly	o Where a school was planned to be open for a session, but **the school is closed unexpectedly, the attendance register is not taken because there is no school session**. o Instead, every pupil listed in the admission register at the time must be marked with code Y4 to record the fact that the school is closed unexpectedly. o The school should record the reason for the unexpected closure.	This code is classified to statistical purposes as not a possible attendance.
Y5	Unable to attend because of unavoidable cause	o **The pupil is unable to attend the school because they are in police detention, remanded to youth detention awaiting a trial or sentencing or detained under a sentence of detention.**	This code is classified to statistical purposes as not a possible attendance.
Y6	Unable to attend	o **The pupil is prevented from attending because their attendance at school would be contrary to**	This code is classified to statistical

	because of unavoidable cause	**guidance to legislation relating to the incidence or transmission of infection or disease.**	purposes as not a possible attendance.
Y7	**Unable to attend because of unavoidable cause**	o **An unavoidable cause that is not covered by one of the other 'unable to attend' codes detailed above.** o Will be very seldom used – **only in an extreme emergency situation** where the pupil is prevented from attending the session. o The unavoidable cause must be something which affect the pupil, not the parent. o Schools **MUST** record the nature of the unavoidable cause.	This code is classified to statistical purposes as not a possible attendance.
**Unauthorised absence**		
G	**Holiday not granted by the school**	o **The school has not granted a leave of absence and the pupil is absent for the purposes of a holiday.** o **A school CANNOT grant a leave of absence retrospectively.** If the parent did not apply in advance, leave of absence should not be granted.	This code is classified for statistical purposes as an unauthorised absence
N	**Reason for absence not yet established**	o **When the reason for absence has not yet been established before the register closes, the absence must be recorded with code N.** o **Where Code N is used, the correct absence code should be entered as soon as the reason is ascertained.** o **If a reason for absence cannot be established within 5 school days, schools must amend the pupils record to Code O.**	This code is classified for statistical purposes as an unauthorised absence
0	**Absent in other unknown circumstances**	o **Where no reason for absence is established or school is not satisfied that the reason given is one that would be recorded using one of the codes statistically classified as authorised.**	This code is classified for statistical purposes as an unauthorised absence
U	**Unauthorised absence**	o **Where a pupil has arrived late after the register has closed but before the end of the session.**	This code is classified for statistical purposes as an unauthorised absence
Z	**Prospective pupil not on admission register**	o **An administrative code**, to enable school to **set up registers in advance of pupils joining the school** to ease administrative burdens.	This code is not collected for statistical purposes.
#	**Planned whole school closure**	o **An administrative code, whole closures that are known and planned such as days between terms,** i.e. half terms, bank holidays, weekends etc.	This code is not collected for statistical purposes.

<u>Request for Leave during Term Time</u>

Date…………………...........

To: The Headteacher of:………………….…………………………………………………….(School)

I request permission for leave in term time from school for my child:

(full name) ....

from (date) ..………………..… to (date) …………………....... for …….. school days.

My child will be accompanied during the leave by:

(parent/carer) …………………….…………..… and (parent/carer)…..…………………………………
The **exceptional circumstances** and reason for this request are: -

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│ If necessary, please continue on a separate sheet and attach  │
│ it to this form)                                              │
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I have (an)other child(ren) in (an)other school(s) as follows

Child(ren) (full name(s) ………………………   School(s)   ......………………………............

………………………………………   ………………………….......................

....   ………...

Name of 1ˢᵗ Parent/Carer(s)   ………………………Signed ……..

Current address………………………………………………………………………………………….

Mobile No:………………………………………..

Name of 2ⁿᵈ Parent/Carer(s) ………………………..   Signed …...

Current address………………………………………………………………………………………

Mobile No:………………………………………..

Please return the completed form to the school office. The school will write to you and inform you of the decision on whether your request is authorised or not. Please do not confirm any holiday booking until you have confirmation of permission for the leave in term time from the Headteacher.

For Office Use Only

Date request for leave in term time received by school …………………………………………………….………

Current Attendance………………%   Last Year's Attendance……………………..…….…%

Number of unauthorised absence sessions during previous 10 school weeks …………………………………

Re: **Siblings:** other schools confirmed? ....

What action are other schools taking? ....

....

Leave in term time Agreed/Not Agreed

Request for leave is **agreed/is not agreed** for the above pupil to take leave during term time between the above dates.

Signed ………………………………………….….. Job Title………………………………………….………

Print Name ……………………………………………   Date ……………………………………….…..…

Notification of decision: Date letter sent to parent ....

Any notes: