Barrowby Church of England Primary School

Attendance Policy

1. Introduction

1.1 Regular, uninterrupted attendance at school is in the best interests of children. When children are away, they inevitably miss out on what is happening in school, which means that as well as coping with new learning on their return, they have to catch up on what has been missed; new learning frequently depends upon building blocks and steps in learning, so gaps in learning can cause problems for a child as they move through school. Absence may also affect how others within the child's class access the curriculum.

1.2 At Barrowby Church of England Primary School, we believe that regular attendance at school is crucial in ensuring that every student can reach their full potential. Good attendance helps to build good habits of reliability and timekeeping needed for future study and employment. We want all students to make the most of school by attending regularly, enjoying and achieving.

1.3 Our school 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 too
- Acting early to address patterns of absence
- Building strong relationships with families to make sure pupils have the support in place to attend school

1.4 We will also support parents to perform their legal duty to ensure their children of compulsory school age attends regularly, and will promote and support punctuality in attending lessons. The minimum expectation for attendance is 96%. Absence below 95% is classed 'at risk of persistent absence' and absence below 90% is classed as 'persistent absence' and parents could be at risk of prosecution. 90% Attendance over 1 school year is a total of 4 weeks missed learning or 120 lessons.

2 Aims and Targets

2.1 At Barrowby CE Primary School we aim for all children to have the highest possible rate of attendance, and to support families who are experiencing difficulties. We aim to:
- Achieve a minimum of 96% attendance for all children, apart from those with chronic health issues.
- Create an ethos in which good attendance and punctuality are recognised as the norm and seen to be valued by the school.
- Raise awareness of parents, carers and pupils of the importance of uninterrupted attendance and punctuality at every stage of a child's education.

- Work in partnership with pupils, parents, staff and the Education Welfare Service so that all pupils realise their potential, unhindered by unnecessary absence.
- Promote a positive and welcoming atmosphere in which pupils feel safe, secure, and valued, and encourage in pupils a sense of their own responsibility.
- Establish a pattern of monitoring attendance and ensure consistency in recognising achievement and dealing with difficulties.
- Recognise the key role of all staff, but especially class teachers, in promoting good attendance.

2.2   Average attendance at this school is very high (approximately 97%) and unauthorised absence is low. This figure is monitored at least termly and any significant changes analysed.

2.2   Where attendance is a cause for concern, school will liaise with parents/carers in the first instance, with aim of supporting them, and addressing any underlying reasons for a low attendance rate. Children whose attendance falls below 95%, for those children that identified, parents will be contacted to arrange an appointment with the Headteacher to identify the cause of the absences and to work together to put additional targeted support in place to improve attendance.

2.3   Where regular monitoring indicates that a child's attendance has fallen significantly below average, and where there is no clear reason for this (for example, a medical condition, supported by information from the child's doctor or other medical professional), parents will be advised in writing, and provided with details of their child's attendance rate and the reasons for concern.

2.4   Parents/Carers will be invited to make an appointment to discuss any issues regarding their child's attendance.

2.5   Where absence is below average for more than one monitoring period, parents will again be contacted, and advised that the Educational Welfare Officer may be involved if attendance continues to be below average.

2.6   If there are concerns that poor attendance, or a drop in attendance may be a safeguarding issue, staff will follow the procedures for reporting safeguarding issues, which can be found in our Safeguarding and Child Protection Policy.

2.7   We maintain and promote good attendance and punctuality through:
- Raising awareness of attendance and punctuality issues among all staff, parents and pupils.
- Ensuring that parents have an understanding of the responsibility placed on them for making sure their child attends regularly and punctually.
- Equipping children with the skills needed to take responsibility for good school attendance and punctuality appropriate to the child's age and development.
- Maintaining effective means of communication with parents, pupils, staff and governors on school attendance matters.
- Developing and implementing procedures for identifying, reporting and reviewing cases of poor attendance and persistent lateness.
- Supporting pupils who have been experiencing any difficulties at home or at school which are preventing good attendance.
- Developing and implementing procedures to follow up non-attendance at school.

2   Rights, Roles and Responsibilities

3.1   The school is responsible for maintaining the appropriate attendance records, monitoring attendance, and taking appropriate action where there is a cause for concern.

3.2   Our **school** will undertake to follow the following procedures to promote support good attendance:
- Maintain appropriate registration processes.
- Maintain appropriate attendance data.
- Communicate attendance procedures and expectations clearly to staff, governors, parents and pupils.
- Have consistent and systematic records which give details of any absence and lateness.
- Follow up absences and persistent lateness if parents/carers have not communicated with the school.
- Inform parents/carers what constitutes authorised and unauthorised absence.
- Discourage unauthorised absence through holidays etc. taken during term time.
- Work with parents to improve individual pupils attendance and punctuality, where appropriate.
- Refer to other professional services for any child whose attendance causes concern, where parents/carers have not responded to school initiatives to improve.
- Report attendance statistics to the LA and the DfE where requested.
- Issuing awards to students with sustained, high attendance throughout the year.

3.3   All members of school staff have a responsibility for identifying trends in attendance and punctuality. Specifically:
The **Headteacher** 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 Assistant Headteacher and Attendance Officer 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.
- Contacting families where concerns are raised about absence including arranging meetings to discuss attendance issues.
- Monitoring individual attendance where concerns have been raised.
- Making referrals to the EWO service.
- Providing reports and background information to inform discussion with the school's EWO.
- Liaising with other professionals to determine potential sources of difficulties and reasons for absence.

3.4   The designated senior leader (**Attendance Champion**) is responsible for:
- Leading, championing and improving attendance across the school.
- Monitoring and analysing attendance data (see section 7).
- Benchmarking attendance data to identify areas of focus for improvement.
- Setting a clear vision for improving and maintaining good attendance.
- Evaluating and monitoring expectations and processes.
- Having a strong grasp of absence data and oversight of absence data analysis.
- Regularly monitoring and evaluating progress in attendance.
- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff.
- Liaising with pupils, parents/carers and external agencies, where needed.
- Building close and productive relationships with parents to discuss and tackle attendance issues.
- Creating intervention or reintegration plans in partnership with pupils and their parents/carers.
- Delivering targeted intervention and support to pupils and families.

- The designated senior leader responsible for attendance is Len Batey and can be contacted via 01476 566 121 or enquiries@barrowby.lincs.sch.uk.

3.5   **Class teachers** are responsible for**:**
- Recording attendance for both morning and afternoon sessions on a daily basis, using the correct codes and submitting this information by 9:05am on the morning and 1.25pm in the afternoon.
- Keeping an overview of class and individual attendance looking particularly for either poor overall attendance, anomalies in patterns of attendance and/ or unusual explanations for attendance offered by children and their parents/ carers.
- Informing the Senior Leadership Team where there are concerns.
- Providing background information to support referrals.
- Monitoring follow-up once actions have been taken to correct attendance concerns.
- Emphasising with their class the importance of good attendance and promptness.
- Following up absences with immediate requests for explanation which should be noted inside the register.
- Discussing attendance issues at consultation evenings where necessary.

3.6   **Administrative staff** are responsible for:
- Collating and recording registration and attendance information.
- Taking and recording calls/messages from parents/carers regarding absence and communicating them to teachers and record it on the school system.
- Ensuring the Absence/Late Book is completed.
- Contacting parents of absent children where no contact has been made.
- Recording details of children who arrive late, go home early, or leave school temporarily during the school day.
- Transfer calls from parents/carers and pupils to the relevant member of staff for further guidance and support where appropriate, in order to provide them with more detailed support on attendance.
- Keeping an overview of class and individual attendance data looking particularly for either poor overall attendance, anomalies in patterns of attendance and/ or unusual explanations for attendance offered by children and their parents/ carers and reporting concerns to the Headteacher.
- Sending out standard letters regarding attendance each term.

3.7 The **Governing Board** are responsible for:
- Setting high expectations of all school leaders, staff, pupils and parents.
- Making sure school leaders fulfil expectations and statutory duties.
- Making sure the school records attendance accurately in the register, and shares the required information with the DfE and local authority.
- Making sure the school 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:
  - The importance of good attendance
  - That absence is almost always a symptom of wider issues
  - The school's legal requirements for keeping registers
  - The school's strategies and procedures for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific pupils, where appropriate
- Making sure dedicated training is provided to staff with a specific attendance function in their role, including in interpreting and analysing attendance data.
- Holding the headteacher to account for the implementation of this policy.
- Link Governor, to elect and have one identified link governor who will provide feedback to the governing body on their roles around attendance but also on key information that they are aware off which are highlighted below:
  - Promote the importance and value of good attendance to pupils and their parents
  - Understand, promote and review the attendance and behaviour policy to ensure it is understood by all, reviewed regularly, consulted on and disseminated
  - Ensure the school has a clear policy on attendance and promote it within the school community
  - Work with key personnel at school to set, maintain and review attendance targets at different levels (e.g., by pupil or year group)
  - Work with and support all staff with any attendance issues that arise
  - Ensure clear systems are in place to report, record and monitor the attendance of all pupils, including those who are off site
  - Ensure and review the procedures for collecting, analysing attendance data frequently (e.g., weekly) to identify causes and patterns of absence

- Understand and use data to help devise solutions to improve attendance and evaluate the effectiveness of interventions.
- Work with student council and pupils to establish causes for absence and ways to address them.
- Ensure the Governing body is aware of the attendance levels and the level of persistent absence in school.
- Ensure Governors are familiar with their schools agreed attendance target and should monitor the progress the school is making towards it.

3.8 **Parents/Carers** are expected to:
- Ensure that any absence from school complies with our Pupil Absence Policy.
- Make sure their child attends every day.
- Call the school to report their child's absence before 9am on the day of the absence and each subsequent day of absence), and advise when they are expected to return. We expect parents to use either Arbor, call the school by telephone (01476 566 121) or email the school (enquiries@barrowby.lincs.sch.uk) to record attendance.
- 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. Where a child has an unavoidable medical appointment in school time, requesting authorisation in advance (except for same day emergency appointments), and providing evidence (Appointment card/letter).
- We will use a support system to track and improve attendance which will include texts, phone calls, parental meetings and visits.
- Making requests for authorised absence in term time, only if absolutely unavoidable, and if they meet the criteria for authorisation.
- Contacting school as soon as possible about any issues which might affect their child's attendance or punctuality, so that we can work together to support the child.
- Seek support, where necessary, for maintaining good attendance, by contacting the relevant person in via the school contact number 01476 566 121 or school email address enquiries@barrowby.lincs.sch.uk

3.9 Where attendance concerns cannot be resolved between school and parents, the **Educational Welfare Officer** may be involved. Key responsibilities include:
- Meeting with school staff, pupils and parents to identify problems and possible solutions.
- Advising parents about their legal responsibility to ensure their children receive an education, and taking action through the magistrates court if necessary.
- Helping families to receive all the benefits and help they are entitled to, for example financial help with school meals, transport and clothing.
- Making referrals to other agencies, such as social services, educational psychologists or health professionals.
- Making home visits or meeting pupils and parents in school to provide ongoing support.
- Encouraging parents to make good relationships with the school.
- Helping arrange alternative education for pupils who are excluded from school.

3.10 The **Local Authority** is responsible for supporting schools, and for issuing penalty notices where absences meet the criteria (see Pupil Absence from School Policy). In certain circumstances, the LA may issue a Parenting contract or School Attendance Order.

3.11 Children whose attendance falls below 90% fall into the category of 'Persistent Absence', which is recorded on the school census. It is our aim to identify children early to prevent them falling into this category, or, where this cannot be prevented, to ensure that the appropriate steps are taken to support the child and family.

4 Attendance Procedures

4.1 All children admitted to the school will be recorded on the school's pupil management system (Integris) register. Attendance data forms part of the child's record.

4.2 When children transfer to another school during the primary phase, they remain on the school roll until confirmation is received that they have started at another school. Where information is not received promptly, administrative staff will follow this up and if no information can be obtained, the child will be recorded via S2S as out of education.

4.3 Attendance registers will be marked for all children at the start of each session. Registers are a legal document and must be completed fully and accurately. The following instructions will be adhered to:
- Registers must be completed in the morning by 9.05am.
- Reasons for absence must be entered in every case.
- Where a 'Request for Absence' form has been completed by a parent and reviewed by the headteacher, the code on the form must be used.
- Expected absences must not be marked in advance.
- Registers must be completed by 9.05am and 1.25pm This is part of our Fire Safety procedure.
- Children who arrive after 8.55am, but before the registers are closed at 9.05am must be marked as late. Children who arrive after the register has closed are marked as an unauthorised absence. Children that have been identified as persistently late across a term will receive a letter from the Headteacher to discuss and consider the reasons for the lateness to provide support for children and parents facing difficulties.

4.4 Children Missing Education and Elective Home Education:
Where a child has left the school, and we are unable to trace a receiving school, a letter will be sent to the parents, as a follow up. It is 'best practice' procedure when a parent chooses to withdraw their child to elect to home educate to follow up where possible. This letter will explain the parent's responsibility to ensure that their child receives a sufficient full time education and advise them that that a tutor will not be provided by the school or the local authority and work will not be set once the child is off a school roll. School will contact the Inclusion & Attendance Team for support if necessary. All information held by school will be passed to the Local Authority.

4.5 Unplanned absence
- The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 9am or as soon as practically possible, by calling the school main office and relevant staff, who can be contacted via Arbor calling 01476 566 121 or enquiries@barrowby.lincs.sch.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.
- The school will ask for medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence.

- 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.

4.6   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.
- We require you to contact the school before the appointment to provide information and evidence.
- 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.

4.7   Following up unexplained absence
Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:
- Contact the pupil's parent on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school may request support from external agencies such as the Police.
- 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 home visits especially on day three if no contact has been made.
- 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.
- We will also notify and work with the LA and Police should be feel further support is required.

4.7   Reporting to parents
- The school will regularly inform parents/carers about their child's attendance and absence levels via half termly reports and relevant letters that are sent out with information around attendance.

5   **Authorised and unauthorised absences**

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.
- 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 incidents that are short term, arise unexpectedly and are beyond your control. It's something that happens to you that negatively impacts your ability to attend school.
- 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 4weeks before the absence, and in accordance with any leave of absence request form, accessible via the school office or on the school website. The headteacher may require evidence to support any request for leave of absence.

5.2   Sanctions
- Our school 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.

5.3   Penalty notices
- The headteacher (or someone authorised by the headteacher), 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.
- 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:
  - 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
- 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.

5.4 Penalty 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

5.5 Strategies for promoting attendance
- We will encourage and reward positive attendance to those pupils that have an attendance of 100% or above 98% or to those students that show a significant improvement over a period of time or via an agreed attendance contract.
- We will celebrate pupils' successes in assemblies through the Attendance Certificates.

6 Supporting pupils who are absent or returning to school

6.1 Pupils absent due to complex barriers to attendance
- Pupils will receive additional support and we will work with families and the relevant support networks and external agencies to ensure that all the help and support required is in place. We will highlight through contracts the agreed support as well as let the relevant staff know in school.

6.2 Pupils absent due to mental or physical ill health or SEND
- Where a pupil has an education health and care (EHC) plan and their attendance falls, or the school becomes aware of barriers to attendance that related to the pupil's needs, the school will inform the local authority. We will also ensure that through meetings with the relevant support staff, linked staff and attached agencies that plans are in place to support attendance to school and the pupils' timetables all based around the school day and how we can help the pupil ensure that they attend school and receive the help required in being in school. Further support with the SEND department will be in place as well as follow up meetings and reviews.

6.2 Pupils returning to school after a lengthy or unavoidable period of absence
- Pupils that have returned will have meetings prior to their return to look at and support the reasons as to why they haven't attended, this will involve all key stakeholders. The times of attendance and lessons may be amended as well as use of rooms such as the Link Room or through the CAP/Reflection Room.

7   Attendance Monitoring

7.1   Pupils will receive additional support and we will work with families and the relevant support networks and external agencies to ensure that all the help and support required is in place. We will highlight through contracts the agreed support as well as let the relevant staff know in school.

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

7.3   Specific pupil information will be shared with the DfE on request. The school has granted the DfE access to our management information system so that data can be assessed regularly and securely. The data will then be shared so we can track ourselves alongside other schools and look at support to drive up our own attendance and also help other schools.

7.4   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.

7.5   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.

8   Analysing attendance

8.1   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.

8.2   The school will use data too:
- 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.
- Provide regular attendance reports to relevant staff to facilitate discussions with pupils and families, and to the governing board and school leaders (including special educational needs co-ordinators, 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.

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

- Use attendance data to find patterns and trends of persistent and severe absence
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education.
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:
  - Discuss attendance and engagement at school
  - Listen, and understand barriers to attendance
  - Explain the help that is available
  - Explain the potential consequences of, and sanctions for, persistent and severe absence
  - Review any existing actions or interventions
- Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant.
- Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these pupils. In doing so, the school will sensitively consider some of the reasons for absence.
- Implement sanctions, where necessary.
- We will support our pupils and families through texts, calls, letters home of varying levels, home visits and parental meetings that will link to next steps. We will record all intervention and where needed share with the LA for further sanctions and interventions. This could lead to work with the support agencies or further fines and sanctions.

9   Reporting

9.1   Attendance is reported to the Local Authority and DfE through School Census reports.

9.2   Any concerns regarding a child's attendance must be reported to the Attendance Champion, Len Batey on 01476 566 121 or by emailing enquiries@barrowby.lincs.sch.uk.

10   Legislation and Guidance

10.1   Attendance is reported to the Local Authority and DfE through School Census reports This policy must be read together with the 'Pupil Absence from School' Policy and the 'Safeguarding and Child Protection' Policy.

10.2   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)

- https://www.legislation.gov.uk/uksi/2013/757/regulation/2/made
- It also refers to:
  - School census guidance
  - Keeping Children Safe in Education
  - Mental health issues affecting a pupil's attendance: guidance for schools

11.   Attendance Policy Review

This policy is reviewed by the Head teacher, staff and Governors in accordance with Barrowby School's Policy and Review Cycle for approval by the Full Governing Body, annually.

Last reviewed: September 2025
Next review: September 2026