Springwood High School Attendance Policy

Reviewed by:	**Governing Body**
Approved:	**September 2026**
Review Date:	**September 2027**

Policy Consultation & Review

This policy is available on our school website and is available on request from the school office. We also inform parents about this policy when their children join our school and provide regular reminders and updates thereafter through our school newsletter and other relevant opportunities.

We recognise the expertise our staff build by managing school attendance daily and we therefore invite staff to contribute to and shape this policy and associated attendance and safeguarding arrangements.

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1. Introduction

At Springwood High School we recognise that positive behaviour and good school attendance are essential in order for pupils to get the most of their school experience, including their attainment, wellbeing and wider life chances. Missing out on lessons leaves children vulnerable to falling behind and can put them at risk of wider harm. There is a wide range of evidence as to the health and wellbeing benefits of school-age education.

The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at a school or by education otherwise than at a school. Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly and on time. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school.

The Department for Education (DfE) has produced statutory guidance for maintained schools, academies, independent schools, and local authorities. It is called "Working together to improve school attendance" and it includes a National Framework in relation to absence and the use of legal sanctions. Our School Attendance Policy reflects the requirements and principles of that guidance including the importance of understanding the potential vulnerabilities of children who are missing education or absent from school.

We recognise that attendance and safeguarding are closely linked. Children who are absent from education, persistently absent, severely absent, or missing education may be at increased risk of harm, exploitation, neglect, poor educational outcomes and other safeguarding concerns. Attendance information is therefore considered alongside other safeguarding information to help identify children who may require early help, additional support or protection.

We are committed to working in partnership with pupils, parents/carers and relevant agencies to understand and address the barriers that may affect school attendance. We will always seek to understand the reasons for absence and work with families to secure the right support at the earliest opportunity, helping every child to access their right to a full-time education and achieve their full potential.

This policy is written with the above guidance in mind, with a focus on the "Support First" approach, and underpins our school ethos to:

- Work with families to identify the reasons for poor attendance and try to resolve any difficulties at the earliest opportunity.
- Promote children's welfare and safeguarding.
- Ensure every pupil has access to the suitable, full-time education to which they are entitled.
- Ensure that pupils succeed whilst at school.
- Ensure that pupils have access to the widest possible range of opportunities at school, and when they leave school.

Our policy outlines the school's commitment to attendance. Our policy aims to provide clear guidance to all staff, parents & carers, pupils and governors/trustees about the responsibilities and the procedures in place to promote and monitor pupil attendance.

Our policy aims to raise and maintain levels of attendance by:

- Promoting a positive and welcoming atmosphere in which pupils feel safe, secure, and valued.
- Raising and maintaining a whole school awareness of the importance of good attendance and

punctuality.
- Ensuring that attendance is monitored effectively and reasons for absences are recorded promptly and consistently.

For our pupils to gain the greatest benefit from their education it is vital that they attend regularly and on time, every day the school is open unless the reason for the absence is unavoidable.

We recognise that attendance is a matter for the whole school community. Our Attendance Policy should not be viewed in isolation; it is a strand that runs through all aspects of school improvement, supported by our policies on safeguarding, prevention of bullying, behaviour, and inclusive learning. This policy also considers the Human Rights Act 1998, the Equality Act 2010, UN Convention on the Rights of the Child, and other relevant legislation.

2. Promoting Regular Attendance

At Springwood High School we believe in developing good patterns of attendance and set high expectations for the attendance and punctuality for all our pupils from the outset. It is a central part of our school's vision, values, ethos, and day to day life. We recognise the strong connections between attendance, attainment, safeguarding and wellbeing.

We recognise that attendance is a key safeguarding indicator. Children who are persistently absent, severely absent or missing education may be more vulnerable to harm and may require additional support. Attendance information is therefore routinely considered alongside safeguarding, SEND, behaviour and wellbeing information to ensure concerns are identified and responded to at the earliest opportunity.

We strive to create a welcoming, inclusive and supportive environment where all pupils feel safe, valued, respected and have a strong sense of belonging within the school community. We recognise that positive relationships, pupil wellbeing and a sense of belonging are important factors in promoting regular attendance and engagement with education.

Role	Name	Contact details
Senior Attendance Champion	**Dee Mann**	**01553 773393**
Attendance Officer **Attendance Administrator**	**Donna Moss**	**01553 773393 ext 159** **01553 773393 ext 216**
School Office (to report daily absence)	**Year offices**	Year 7 01553 778099 Year 8 01553 779408 Year 9 01553 778092 Year 10 01553 779405 Year 11 01553 778090 Year 12/13 01553779407
Named Governor/Trustee for Attendance	**Roger Livesey**	chair@westnorfolkacademiestrust.co.uk

Improving school attendance is everyone's business, it is a shared responsibility by governors/trustees, all school staff, parents, pupils, and the wider school community. Helping to create a pattern of regular attendance is the responsibility of parents, pupils and all members of school staff.

To help us all to focus on this, we will:

- Build strong relationships and work jointly with families.
- Give parents/carers information about attendance in our newsletters.
- Promote the benefits of high attendance.
- Accurately complete admission and attendance registers and have effective day to day processes in place to follow-up absence as required by law.
- Celebrate excellent attendance by displaying and reporting individual, tutor group and year group achievements.
- Reward good or improving attendance.
- Report to parents/carers regularly on their child's attendance and the impact on their progress.
- Contact parents/carers should their child's attendance fall below the school's target for attendance.
- Submit a daily attendance return to the Department of Education, in line with the legal expectations placed on all schools.

2.1 Roles and Responsibilities

The Local Governing Board of **Springwood High School** recognises the importance of school attendance and promotes it across the school's ethos and policies. They take an active role in attendance improvement by:

- Setting high expectations of all leaders, staff, pupils, and parents so that children attend school every day and are safeguarded from harm.
- Identifying a member of the governing body to lead on attendance matters and ensuring that there is a named senior attendance champion.
- Ensuring school leaders fulfil expectations and statutory duties by rigorously evaluating the effectiveness of the school's attendance procedures so that consistent attendance support is provided for all pupils.
- Ensuring the school engages and works effectively with the local authority Attendance Team and wider local partners and services to address barriers to school attendance.
- Regularly reviewing attendance data, discussing, challenging trends, and helping school leaders focus improvement efforts on the individual pupils or cohorts who need it most.
- Ensuring high aspirations are maintained for all pupils and processes for support are adapted to the individual needs of pupils including those with long term illnesses, special educational needs and disabilities, pupils with a social worker or youth justice worker and pupils from cohorts with historically lower attendance such as those eligible for free school meals.
- Ensuring all school staff receive adequate training on attendance and that relevant staff have access to opportunities to share and learn from good practice in other schools.
- Ensuring that attendance data is shared with the Local Authority or Department for Education as required and on time.
- Ensuring school leaders have effective systems in place to identify pupils whose absence may indicate safeguarding concerns and that attendance data is routinely considered as part of the school's safeguarding arrangements
- Reviewing the school's Attendance Policy on at least an annual basis, ensuring that the required resources are available to fully implement the policy.

The Senior Leadership Team (including senior attendance champion) at Springwood High School will:

- Actively promote the importance and value of good attendance to **all** pupils and their parents.
- Form positive relationships with pupils and parents.
- Ensure that there is a whole school approach which reinforces good school attendance, with good teaching and learning experiences that encourage all pupils to attend and to achieve.
- Monitor the implementation of the Attendance Policy and ensure that the policy is reviewed annually.
- Ensure that all staff are aware of the Attendance Policy and adequately trained to address attendance issues.
- Ensure that the regulations and other relevant legislation are complied with.

- Ensure that there is a named senior attendance champion to lead on attendance and allocate sufficient time and resource.
- Return school attendance data to the Local Authority and the Department for Education as required and on time.
- Report the school's attendance and related issues through termly reporting to the Governors/Trustees and on a half-termly basis to the lead governor/trustee for attendance.
- Ensure that systems to report, record and monitor the attendance of all pupils, including those who are educated off-site are implemented.
- Ensure that attendance data is collected and analysed frequently to identify causes and patterns of absence.
- Interpret the data to devise solutions and to evaluate the effectiveness of interventions.
- Develop a multi-agency response to improve attendance and support pupils and their families.
- Document interventions used to a standard required by the local authority should legal proceedings be instigated.
- Set out how Pupil Premium will be used to support pupils with irregular attendance.

All staff at Springwood High School will:

- Actively promote the importance and value of good attendance to **all** pupils and their parents.
- Form positive relationships with pupils and parents.
- Contribute to a whole school approach which reinforces good school attendance; with good teaching and learning experiences that encourage all pupils to attend and to achieve.
- Comply with the regulations and other relevant legislation.
- Implement systems to report, record and monitor the attendance of all pupils, including those who are educated off-site.
- Ensure that registers are recorded accurately and in a timely manner.
- Contribute to the evaluation of school strategies and interventions.
- Work with other agencies to improve attendance and support pupils and their families.

The member of staff responsible for attendance will work to further develop relationships with families to bring about improved attendance. This may involve seeking multi-agency support. The member of staff responsible for attendance will support good attendance, respond to concerns, and promote improvement in attendance by:

- Monitoring and analysing pupil attendance data
- Undertaking weekly attendance meetings with the Senior Attendance Champion, Designated Safeguarding Lead, SENCO, and other relevant staff members.
- Liaising regularly with the Designated Safeguarding Lead to review pupils whose attendance patterns indicate emerging welfare or safeguarding concerns
- Implementing the identified strategies for promoting excellent whole school attendance.
- Implementing the identified strategies for tackling unsatisfactory attendance.
- Managing individual pupil casework files.
- Coordinating individual action plans for pupils causing concern, including Early Intervention plans, the instigation of an Early Help Assessment and Plan and/or the implementation of an attendance contract.
- Ensuring first day calling procedures are adhered to if a child is absent from school without contact from parents.
- Taking an active lead in delivering whole school initiatives such as awards and reward schemes.
- Working collaboratively with local schools' attendance teams, where there are siblings, to support the whole family.
- Reporting to and liaising closely with the Local Authority Schools Attendance Support Team where absence intensifies, for example to put formal support in place, issue an Informal Notice to improve, intensify multi-agency support or to consider legal interventions.
- Making referrals to appropriate external agencies.

Springwood High School expects that **parents**:

- Ask the school for help if their child is experiencing difficulties with any aspect of their schoolwork or home and family life so that we can offer support at the earliest opportunity.
- Take a positive interest in their child's work and educational progress.
- Ensure their child has regular attendance at school.
- Instil the value of education and regular school attendance within the home environment.
- Contact the school if their child is absent to let them know the reason why and the expected date of return, following this with a note wherever possible.
- Avoid unnecessary absences; for example, by making medical and dental appointments for outside of school hours.
- Inform the school of any change in circumstances that may impact on their child's attendance.
- Support the school by becoming involved in their child's education, forming a positive relationship with school, and acknowledging the importance of children receiving the same messages from both school and home.
- Maintain effective routines at home to support good attendance.
- Attend all meetings requested to discuss attendance issues.

Springwood High School will support all **pupils** to ensure that they:

- Are aware of the school's attendance policy and when and where they are required to attend. This will be communicated to them by school staff, parents and through the school timetable.
- Speak to their tutor, class teacher, pastoral staff or another member of staff if they are experiencing difficulties at school or at home which may impact on their attendance.
- Attend all lessons, ready to learn, with the appropriate learning equipment requested and on time for the class.
- Follow the school's procedures if they arrive late. This will help the school to monitor attendance and keep accurate records for the child's individual attendance. This is also vital for safeguarding each child, as well as health and safety in the event of a school evacuation.

3. Understanding Types of Absence

Any absence affects the routine of a pupil's schooling and regular absence will seriously affect their learning journey and ability to progress. Any pupil's absence or late arrival also disrupts teaching routines and may affect the learning of other pupils. Ensuring a child's regular attendance at school is a parental responsibility and allowing absence from school, without a good reason, creates an offence in law and may result in prosecution.

Every half-day absence from school has to be classified by the school (not by the parent), as either **authorised** or **unauthorised**. This is why information about the cause of any absence is always required. Each half-day is known as a 'session'. Absence will not be authorised unless parents have provided a satisfactory explanation, and it is accepted as such by the school. The decision to authorise absences is at the discretion of the Headteacher.

For the purpose of this policy, the school defines:

"Absence" as:
- Arrival at school after the register has closed
- Not attending school for any reason

"Regular" attendance as:
- Attendance at every session the school is open to pupils unless their absence has been authorised

Authorised absences are morning or afternoon sessions away from school for a genuine reason such as:

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

Unauthorised absences are those which the school does not consider reasonable and for which no 'leave' has been granted such as:

- Parents keeping children off school unnecessarily or without reason e.g. because they had a late night or for non-infectious illness or injury that would not affect their ability to learn;
- Absences which have not been properly explained;
- Arrival at school after the register has closed;
- Shopping, looking after other children, birthdays, etc;
- Day trips and holidays taken during term-time, not deemed 'for exceptional purposes' by the headteacher, including any arranged by other family members or friends;
- Closure of a sibling's school for INSET (or other) purposes;
- Leaving school for no reason during the day;
- Any other absence in term time which has not been agreed.

This type of absence can lead to the school referring to the Local Authority for penalty notices and/or legal proceedings.

3.1 Persistent and Severe Absence

A pupil is defined by the Government as a **'persistent absentee' (PA)** when they miss 10% or more schooling across the school year for any reason; this can be authorised or unauthorised absence.

Over a full academic year this would be 19 school days (38 sessions) missed. Absence at this level will cause considerable damage to any pupil's education and we need the full support and co-operation of parents to resolve this.

A pupil who has missed 50% or more schooling is defined by the Government as '**severely absent' (SA)**. Pupils within this cohort may find it more difficult to be in school or face bigger barriers to their regular attendance and, as such, are likely to need more intensive support.

The attendance of all pupils at our school is monitored to identify children who are PA, or are on track to becoming PA. Where emerging concerns are identified we will instigate appropriate and timely interventions as outlined in our policy. Referrals may also be made to external agencies for targeted support.

We recognise that persistent absence and severe absence can be indicators of unmet need, vulnerability or safeguarding concerns. Where attendance concerns arise, we will seek to understand the barriers affecting attendance and consider whether additional support, early help, SEND intervention, mental health support or safeguarding action may be required.

Pupils who are severely absent will receive prioritised support due to the significant educational, wellbeing and safeguarding risks associated with prolonged absence from school. Referrals may also be made to external agencies to provide targeted support where appropriate.

If parents fail to engage with support and their child continues to have unsatisfactory attendance/ punctuality, a request may be made to the Local Authority to pursue legal proceedings either through a penalty notice for parentally condoned absence, consideration of an Education Supervision Order or prosecution in the Magistrates' Court.

Parents found guilty in a Magistrates' Court of failing to secure their child's regular attendance at school

under the provisions of the Education Act 1996, will receive a criminal record and a maximum penalty of a £1000 fine under a Section 444 (1) offence or a £2500 fine or up to a 3-month prison sentence, under a Section 444 (1a) offence.

3.2 Leave of Absence

We believe that children need to be in school for all sessions so that they can make the most progress possible. However, we do understand that there are times where a parent may legitimately request leave of absence for a child due to 'exceptional circumstances'. At Springwood High School, leave of absence is only granted at the discretion of the Headteacher and shall not be granted unless there are 'exceptional circumstances'. Springwood High School will respond to all applications for leave of absence in writing – either by email, text or letter.

Parents wishing to apply for leave of absence during term time must apply in writing to the Headteacher at least a month before the planned leave (see Appendix 2). Springwood High School will treat each application individually and may, depending on the circumstances of the application, discuss this in person before a decision is made. If a written request for leave of absence is not completed and the leave is taken without a request being submitted, it will be marked as unauthorised. Retrospective requests will not be considered and will also result in the absence being categorised as unauthorised. In such cases the school may make a referral to the Local Authority to request that a penalty notice fine is issued or consider prosecution.

When absence is granted by the Headteacher, the parents will need to agree a date of return. If a pupil fails to return on the expected date and contact is not received from, or made with the parents, school will seek advice from the Local Authority. This could result in possible children missing from education procedures being instigated.

3.3 Medical Appointments and absence due to illness

Parents should try to make appointments outside of school hours wherever possible. Where appointments during school time are unavoidable, we ask that parents notify the school in advance of the appointment wherever possible. The pupil should only be out of school for the minimum amount of time necessary for the appointment. In most circumstances, a child should not miss a whole day at school for an appointment. If a pupil must attend a medical appointment during the school day, we ask, wherever possible that evidence of the medical appointment is provided and pupils must be collected from school. Please communicate with the year office regarding medical appointments. Students should be collected from the school reception. No pupil will be allowed to leave the school site without parental confirmation.

In most cases, absences for illness which are reported following the school's absence reporting procedures will be authorised without the need for parents to supply medical evidence. In line with Department for Education guidance, if we do have a genuine concern about the authenticity of the illness, we will speak to parents/carers regarding our concerns and look at what support can be put in place to ensure their child's regular attendance at school. If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised.

Where a child has an emerging pattern of non-attendance, we will discuss the reasons for absence with the child's parent/carer. We will invite parents to attend a school-led Attendance Support Meeting as an appropriate early intervention strategy. As part of this support, we may seek consent from parents and the pupil as appropriate to make a referral to the 5-19 Healthy Child Programme team and/or to liaise with the child's healthcare professional.[1]

[1] This is in accordance with the NSCP Joint Protocol between Health Services & Schools in respect of the management of pupil absence from school when medical reasons are cited

Where a pupil has a verified and chronic health condition, we will aim to work with parents to ensure children have access to education and provide appropriate support in line with Supporting pupils with medical conditions at school and Norfolk County Council policies via the Medical Needs Service. We will also consider whether an Individual Healthcare Plan is required.

Springwood High School recognises that attendance difficulties can arise from a range of factors, including physical health needs, mental health needs, anxiety, special educational needs and disabilities (SEND), neurodiversity and other vulnerabilities. Many children will experience normal but difficult emotions that make them nervous about attending school, such as worries about friendships, schoolwork, examinations or variable moods. It is important to note that these pupils are still expected to attend school regularly – in many instances, attendance at school may serve to help with the underlying issue as being away from school might exacerbate it, and a prolonged period of absence may heighten anxious feelings about attending in the future. It is important in these instances that the child and/or parents report their concerns to an appropriate school staff member (Pastoral Manager, attendance officer, form tutor) as soon as possible, so that support can be put in place as soon as possible to help the pupil access their education successfully.

3.4 Pupil Absence for the purposes of Religious Observance

Springwood High School acknowledges the multi-faith nature of British society and recognises that, on some occasions, religious festivals may fall outside school holiday periods or weekends and is recognised as such by a relevant religious authority. Where this occurs, the school will consider either authorising the pupil absence or making special leave for religious observance. Parents are requested to give advance notice to the school.

3.5 Gypsy, Roma and Traveller pupils

Gypsy, Roma and Traveller (GRT) pupils are among the lowest achieving groups of pupils at every key stage in education, although some GRT pupils achieve very well at school. We recognise that there are many complex and interwoven factors that may influence the educational attainment of GRT pupils. At our school, we have high expectations of all pupils, regardless of their background whilst recognising the lifestyle and cultural traditions of GRT communities. In line with The Education Act 1996, Section 444(6) the school will authorise the absence of a pupil who is a mobile child[2] and is unable to attend school because:

- the parent is engaged in a trade or business of such a nature as to require him to travel from place to place,
- that the child has attended at a school as a registered pupil as regularly as the nature of that trade or business permits, and
- if the child has attained the age of six, that he has made at least 200 attendances during the period of 12 months ending with the date on which the proceedings were instituted

This provision applies *only* when the family has no fixed abode and are engaged in a trade or business that requires them to travel and when the child is attending school as regularly as that trade permits. In these circumstances, parents have a duty to ensure that their children are receiving suitable education when not at school.

When a family is trading or otherwise conducting their business in or around Norfolk, if a family can reasonably travel back to their base school (see below) then the expectation is that their child will attend full-time. Springwood High School will be regarded as the base school if it is the school where the child normally attends when he or she is not travelling. However, the pupil must have attended Springwood High School in the last 18 months. Parents can register their children at other schools temporarily while away from their base school; in such cases, the pupil's school place at Springwood High School will be kept open for them whilst travelling. This is to protect them from unfairly losing their place at their school of usual attendance.

[2] A mobile child is a child of compulsory school age who has no fixed abode and whose parent(s) is engaged in a trade or business of such a nature as to require them to travel from place to place.

To ensure we can effectively support all our pupils, we ask that parents:

- Advise the school of their forthcoming travelling patterns as soon as these are known and before they happen; and
- Inform the school regarding proposed return dates.

4. Our Procedures

Teaching staff should complete the morning register at 8:50am and the afternoon register at 1:25pm. The register will be recorded electronically using our MIS system, Bromcom.

4.1 Register Keeping and Recording

The School Attendance (Pupil Registration) (England) Regulations 2024, require schools to take an attendance register twice a day, once at the start of the morning session and then again during the afternoon session. The register must record whether the pupil was:

- Present;
- Absent;
- Present at approved educational activity; or
- 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.

4.2 Expected absence procedure for parents:

A parent has a legal responsibility to ensure that their child attends school regularly. If a child is unavoidably absent from school parents are expected to contact school by telephone call on the morning of the first day of absence and on each subsequent day, identifying the reason for absence and the expected date of return. If no contact is received, then absence protocols will be instigated.

If a child is absent from school the parent must follow these procedures:

- Contact the school on the first day of absence before 9:20am when our register closes.
- Contact should be via telephone to the school office. There will be an option to leave a message, if there is no answer.
- Contact the school on every further day of absence, again before 9:20am
- Ensure that their child returns to school as soon as possible.

Senior Attendance Champion	Dee Mann	01553 773393 office@springwoodhighschool.co.uk
Pastoral Team (to report daily absence)	Y7- Mrs Savage Y8- Mrs Rawlinson Y9- Mrs Isle Y10- Mrs Kempton Y11- Mrs Robinson	**Y7- 01553 778099** Classof2031@springwoodhighschool.co.uk **Y8- 01553 779408** Classof2030@springwoodhighschool.co.uk **Y9- 01553 778092** Classof2029@springwoodhighschool.co.uk **Y10- 01553 779405** Classof2028@springwoodhighschool.co.uk **Y11- 01553 778090** Classof2027@springwoodhighschool.co.uk
Attendance Officer Attendance Administrator	Donna Moss TBA	01553 773393 ext 159 attendance@springwoodhighschool.co.uk 01553 773393 ext 216
School office (for any other communication)		01553 773393 office@springwoodhighschool.co.uk

If a child is absent, the following actions will be initiated by the school:

- The first day calling procedures will be activated for all pupils who are not in school after close of register at **9:20am** and where no reason for absence is known. We will telephone, email or text parents/carers on the first, and every subsequent day of absence, if we have not heard from them. However, it is the parent/carer's responsibility to contact us;
- If we are unable to make contact with parents by telephone, text or email, we will telephone emergency contact numbers and a home visit may be made, in the interests of safeguarding.

We will also inform a pupil's social worker and/or youth offending team worker if there are unexplained absences from school in line with statutory requirements.

4.3 Late Arrival at School

Poor punctuality is not acceptable and can lead to irregular school attendance patterns. Pupils who arrive late disrupt lessons and, if a child misses the start of the day, they can feel unsettled and embarrassed, as well as risk missing vital work and important messages from their tutor.

At Springwood High School all pupils are expected to arrive on time for every day of the school year. The school day begins at **8:45am.** We advise all parents to ensure their child is on site prior to this. Tutor time begins at **8:50am** and this is when the school register will be taken. All pupils arriving after this time are required to report to the main reception, where their name will be added to the late book and they will be expected to provide a reason for their absence if the school has not already been informed. If their arrival is before **9:20am** it will be recorded as late - L code (Late before the close of register).

The school register will officially close at **9:20am**. All pupils arriving on or after this time will be marked as having an unauthorised absence for the morning session - U code (Late after the close of register). This is categorised as an unauthorised absence for the session. Unauthorised lateness could result in the school referring to the Local Authority for sanctions and/or legal proceedings. If your child has a persistent lateness record, you may be asked to meet with our attendance officer,

however, you can approach us at any time if you are having difficulties getting your child to school on time. We expect parents and staff to encourage good punctuality by being good role models to our pupils and, as a school, we celebrate good tutor group, year group and individual punctuality.

Please note: L or U codes will also be used if a pupil arrives after the close of the afternoon register for the PM session.

4.3a Late Arrival to Lessons

At Springwood High School all pupils are expected to arrive on time for every lesson of the day. A register for every lesson will be taken within 10 minutes of the start of the lesson. Any pupil who arrives late will be recorded an L code for that lesson. If a student is marked late three times they will be placed on a punctuality report for two weeks.

4.3b Absence from Lessons (Internal Truancy)

It is both an attendance and a safeguarding concern, when a pupil attends school and stays on site during school hours, but avoids attending certain lesson(s). At Springwood High School we recognise that there can be a number of reasons but this behaviour; however If we can't see them, we cannot confirm that they are safe and the pupil is missing out on vital learning. A register for every lesson will be taken within 10 minutes of the start of the lesson. If a student has not arrived at the start of a lesson but our MIS (Bromcom) indicates that they have been present in school earlier in the day then the current teacher will send a missing pupil alert to pastoral and safeguarding staff. If school staff are unable to locate the pupil then parents will be contacted.

4.4 Support Systems

At Springwood High School we recognise that poor attendance can be an indication of difficulties in a family's life. This may be related to problems at home and/or in school. Parents are encouraged to inform school of any difficulties or changes in circumstances that may affect their child's attendance and or behaviour in school, for example, bereavement, divorce/separation, emerging health concerns. This will help the school identify any additional support that may be required.

We also recognise that some pupils are more likely to require additional support to attain good attendance. The school will implement a range of strategies to support improved attendance based on the individual needs and circumstances of the child.

Strategies we may use to support you include:

- Various reward systems to support and/or acknowledge improved attendance;
- Write to parents/carers if their child's attendance is causing a concern and/or where punctuality is a concern;
- Arrange a meeting so that you may discuss the situation with a member of the Senior Leadership Team or Attendance Officer;
- Completing wishes and feelings work with the child to understand their views on why they are absent from school;
- Create a personalised action/support plan, such as an attendance contract, to address any barriers to attendance and make clear each person's role in improving the attendance patterns of the child;
- Offer signposting support to other agencies or services, if appropriate, or undertake an Early Help Assessment & Plan with parents/carers;

- Refer the matter to an external agency for multi-agency support, or consult with the Children's Advice and Duty Service (CADS) or the police, where there are safeguarding concerns;
- Refer to the Local Authority for joint interventions to be made or to discuss alternative support available based on individual circumstances;
- Refer to the Local Authority for joint enquiries to be made to establish the whereabouts of the child through Children Missing Education procedures if no contact has been made with parents by the 10th day of absence (or sooner if deemed appropriate).
- Refer the matter to the Local Authority for relevant legal sanctions, if attendance deteriorates following the above actions

To plan the correct support, we will always invite parents and pupils to attend a meeting to discuss the concerns and devise a plan to support the child's regular attendance. Support offered to families will be child-centred and planned in discussion and agreement with both parents and pupils.

4.4.1 Attendance, SEND and Vulnerable Pupils

The school recognises that some pupils may face greater barriers to attendance than their peers and may require additional support in order to access their education successfully.

This may include pupils with:

- Special Educational Needs and Disabilities (SEND)
- Education, Health and Care Plans (EHCPs)
- Mental health and wellbeing needs
- Long-term medical conditions
- Children with a social worker
- Youth justice involvement
- Experience of care
- Emerging safeguarding concerns

We recognise that attendance difficulties can be a sign that a pupil requires additional support and should not be viewed in isolation. Where attendance concerns arise, we will work with pupils, parents/carers and relevant professionals to understand barriers to attendance and identify appropriate support.
We will consider whether reasonable adjustments, additional support, specialist advice or further assessment may be required. Where appropriate, attendance support arrangements will be planned alongside existing SEND, safeguarding, healthcare, alternative provision or Early Help plans to ensure a coordinated and child-centred approach.

4.5 Attendance Recognition, Support & Interventions

Absence is tracked on Bromcom daily and summarised, discussed at meetings and reported to governors which will include a breakdown of groups – attendance is monitored by year group and by reasons for absence. It is also analysed by gender, ethnicity, pupils with special educational needs, medical needs and those who are vulnerable to poor attendance. Reports will also consider recent and historic trends at school level, as well as benchmarking to comparator schools within the Trust, Local Authority area and nationwide.

A letter advising parents and carers of their legal responsibilities and of penalty notices is sent out yearly and published on the school website 'Penalty Notices regarding school absence – Guidance for parents' (Appendix A).

We aim to promote and celebrate good attendance through a positive whole-school culture which values attendance, belonging and engagement with learning. Our approach is based on identifying concerns early, understanding barriers to attendance and providing appropriate support before problems become entrenched.

Where attendance concerns emerge, intervention will be proportionate to the individual needs and circumstances of the child. We will work collaboratively with pupils, parents/carers and relevant professionals to identify barriers, agree support strategies and review progress.

Attendance support will be child-centred and may include recognition of positive attendance, improved attendance, successful re-engagement with education, and compliance with agreed attendance support plans.

We will identify and support pupils at the earliest opportunity where attendance concerns emerge. We will investigate and offer support to any pupils who are at risk of becoming persistently absent and will not wait until attendance falls below 90%.

Attendance Stage	Typical Indicators	Possible School Actions
Universal Support	All pupils	Promotion of attendance through assemblies, newsletters, tutor activities, attendance awareness initiatives, positive messaging and recognition of good attendance and punctuality.
Emerging Concern	Attendance beginning to decline or emerging attendance patterns of concern	Informal discussion with pupil and family, attendance monitoring, wishes and feelings activities, wellbeing check-ins, positive communication home and early identification of barriers.
Additional Support	Attendance below school expectations or recurring attendance concerns	Meeting with parents/carers, attendance support plan, attendance contract, mentoring, pastoral support, SEND review, healthcare discussions, Early Help consideration or signposting to relevant services.
Targeted Support	Persistent absence or risk of persistent absence	Attendance Support Panel, multi-agency involvement, regular reviews, home visits where appropriate, coordinated support arrangements and referrals to specialist services.
Intensive Support	Severe absence or significant attendance concerns	Intensive multi-agency support, safeguarding review, social care liaison where appropriate, Local

		Authority involvement, enhanced attendance planning and regular monitoring.
Formal Attendance Intervention	Where support has not secured improvement or where appropriate	Consideration of attendance legal processes where support has not secured sufficient improvement, or where statutory intervention is considered appropriate. Any legal action will be undertaken in accordance with DfE guidance, Norfolk County Council protocols and the National Framework.

Recognition of attendance should be inclusive and encourage all pupils to improve their attendance and engagement with school. Where attendance awards are used, the school will seek to celebrate excellent attendance, improved attendance, positive punctuality and successful re-engagement with education. The school will avoid approaches that may unintentionally disadvantage pupils with genuine health needs, disabilities or other legitimate barriers to attendance.

The attendance target for all pupils is 97%

The school promotes good attendance through

- Publishing attendance of all classes on staff bulletin weekly and displaying this in year group areas
- Informing parents about attendance at parent consultations throughout the year and as part of the reports to parents
- Celebrating weekly attendance in the tutor time, assemblies and bulletins every week
- 100% certificates issued termly
- Rewards strategies in place for best and most improved attendance, in tutor groups and individually.
- Specific targeting of groups of students to
- The attendance officer monitors attendance at regular intervals and meets with the senior leadership team to discuss trends.

Where attendance is below 97% but above 90%, the school may do any one or combination of the following:

- Personalised text sent to parents highlighting number of days child has missed during the current school year
- Letters sent home highlighting concerns about attendance and/or punctuality
- Wishes and feelings work completed with the child to understand their views on why they are absent from school
- Ask parents/carers to attend a meeting at school with the attendance officer to discuss barriers to attendance.

At Springwood High School we will investigate and offer support to any pupils who are on track to be persistently absent (PA) and will not wait until attendance is below 90%.

4.6 Part-time timetables

All schools have a statutory duty to provide full-time education for all pupils and we are committed to every child's right to a suitable, full-time education offer. In very exceptional circumstances, we may decide to implement a temporary, reduced timetable where a pupil's individual needs indicate they cannot currently access a full-time education and it would not be in their best interest to do so. We will not use a part-time timetable to manage a pupil's behaviour. A part-time timetable will not be treated as a long-term solution and will have a time limit by which point the pupil is expected to attend full-time or be provided with alternative provision. We will never put a part-time timetable in place without written agreement from parent/carer and/or other professionals working with the family as appropriate. This intervention will only be used as part of a comprehensive package of support for the pupil where it is safe to do so; it will be reviewed regularly in partnership with the child, parent and any other relevant professionals working with the family.

Part-time timetables will only be used as a short-term intervention and will be subject to regular review. Any arrangement must support the child's educational progress, wellbeing and welfare and must not result in the child being left without appropriate education, supervision or safeguarding support during school hours.

In line with Norfolk County Council guidance, we will notify the Attendance Team of all part-time timetables as soon as a plan has been agreed.

5. School Attendance and the Law

The School Attendance (Pupil Registration) (England) Regulations 2024 introduced a National Framework in England. By law all children of compulsory school age must receive an appropriate full-time education (Education Act 1996). Parents have a legal duty to ensure their child attends school regularly at the school at which they are registered.

Parents may be recognised differently under education law, than under family law. Section 576 of the Education Act 1996 states that a 'parent', in relation to a child or young person, includes any person who is not a parent (from which can be inferred 'biological parent') but who has parental responsibility, or who has care of the child.

A person typically has care of a child or young person if they are the person with whom the child lives, either full or part time and who looks after the child, irrespective of what their biological or legal relationship is with the child.

5.1 National Framework for Penalty Notices

There is now a single consistent national threshold for when a penalty notice must be considered by all schools in England, of 10 sessions (usually equivalent to 5 school days) of unauthorised absence within a rolling 10 school week period. The 10 sessions of absence do not have to be consecutive and can be made up of a combination of any type of unauthorised absence (G, O and/or U coded within the school's registers). The 10-school week period can span different terms, school years or education settings.

Sanctions may include issuing each parent (for each child) with a Penalty Notice for £160, reduced to £80 if paid within 21 days (for the first offence). A second Penalty Notice issued within a three-year period will result in a fine of £160 per parent, per child. If a third offence is committed the matter may be referred to the local authority for consideration of prosecution via the Magistrates Court. If prosecution is instigated for irregular school attendance, each parent may receive a fine of up to £2500 and/or up to 3 months in prison. If a parent is found guilty in court, they will receive a criminal conviction.

For further information see the Norfolk Code of Conduct for issuing fixed penalties regarding school attendance.

There is no entitlement in law for pupils to take time off during the term to go on holiday or other absence for the purpose of leisure or recreation, or to take part in protest activity in school hours. In addition, the Supreme Court has ruled that the definition of regular school attendance is "in accordance with the rules prescribed by the school."

We will work with parents and the Local Authority to ensure that parents are supported to secure education for children of compulsory school age. Where required, we will formalise support and where necessary, work with the LA to use legal measures.

6. Deletions from the Register

At Springwood High School we will add and will only delete pupils from our school roll in line with the Pupil Registration Regulations. In most circumstances, we will know in advance about pupils leaving our school; this will be planned and discussed with the parent in advance of the pupil leaving. At Springwood High School we will always work with families to gain information about the pupil's next school and/or address before the pupil leaves to reduce the risk of pupils becoming a child missing education through lack of shared information.

We will inform a pupil's social worker and/or youth offending team worker if their name is to be deleted from the school register, under any circumstances.

We follow Norfolk County Council's Child Missing Education procedures and will inform the Children Missing Education Team of all removals from our school roll no later than the date the child is removed in line with statutory responsibilities.

We recognise that children missing education are a particularly vulnerable group. The school will work proactively with Norfolk County Council and other relevant agencies to establish the whereabouts of children whose location is unknown and ensure that appropriate safeguarding action is taken where necessary.

If a child is removed from roll to home educate, we can only de-register the child if we receive, in writing, the parent's intention to educate their child other than at school. The pupil will be de-registered on receipt of such a letter and Norfolk County Council will be informed of the removal from roll as outlined above.

Springwood High School will follow Norfolk County Council's Children Missing Education procedures when a pupil's whereabouts is unknown, the school will carry out joint enquiries with Norfolk County Council to establish the whereabouts of the child.

7. Related Policies

To underpin the values and ethos of our school and our intent to ensure that pupils at our school attend school regularly and reach their full potential the following policies are integral to this approach:

- safeguarding including child protection
- medical needs
- admissions
- anti-bullying
- exclusion
- special educational needs

- teaching and learning
- behaviour and rewards

8. Statutory Framework

This policy has been devised in accordance with the following legislation and guidance:

- Working together to improve school attendance, DfE (July 2026)
- The School Attendance (Pupil Registration) (England) Regulations 2024
- Children missing education, DfE (September 2025)
- Keeping children safe in education, DfE (July 2026)
- Working together to safeguard children, DfE (March 2026)

9. Appendices.

Appendix 1: Norfolk County Council: Penalty Notices regarding school absence – Guidance for parents

Regular school attendance and parent's legal responsibilities

At Springwood High School we work closely with parents and carers to ensure that all pupils receive the best possible education and achieve their full potential.

Good school attendance is essential for children's learning, wellbeing and future opportunities. Parents have a legal responsibility to ensure that their child attends school regularly when they are registered at a school.

The Government is clear that children should only miss school in exceptional circumstances, Schools and local authorities are expected to work with families to promote good attendance and reduce avoidable absence.

When could a Penalty Notice be issued?
Under the national framework for school attendance, a Penalty Notice may be considered when a child has 10 sessions of unauthorised absence within a rolling period of 10 school weeks.

What does this mean?
- A school day consists of two sessions – a morning session and an afternoon session
- 10 sessions is usually equivalent to 5 school days
- The unauthorised absences do not need to happen on consecutive days
- The 10-school-week period can span different terms or school years

Examples of unauthorised absence may include:
- Holidays taken during term time without authorisation
- Keeping a child away from school without an accepted reason
- Persistent late arrival after the close of registration

Can a Penalty Notice be issued before the threshold is reached?
Yes. In some circumstances, the Local Authority may decide to issue a Penalty Notice before the threshold is reached. For example, this could apply where there have been several unauthorised term-time holidays. The Local Authority may also consider alternative legal action where appropriate.

How many Penalty Notices can be issued?
A maximum of two Penalty Notices per parent, per child can be issued within a rolling three-year period. The three-year period begins on the date the first Penalty Notice is issued. If the national threshold is met for a third time within three years and two Penalty Notices have already been issued to the parent(s), the Local Authority may consider prosecution under Section 444 of the Education Act 1996.

A successful prosecution could result in:
- A criminal conviction
- A fine of up to £2,500
- Any other penalties available to the court

Who can receive a Penalty Notice?
For the purposes of school attendance law, a parent includes:
- A child's natural parent
- Any person who has parental responsibility for the child
- Any person who has day-to-day care of the child

Penalty Notices will usually be issued to parent(s) responsible for the child's attendance or who allowed the absence to occur. This may apply regardless of which parent submitted a request for leave of absence.

How much is a Penalty Notice?

First Penalty Notice	Second Penalty Notice
The first Penalty Notice issued to a parent for a child will be: • **£160**, payable within 28 days; or • **£80**, if paid within 21 days.	If a second Penalty Notice is issued to the same parent for the same child within three years of the first Penalty Notice: • The charge will be **£160** • Payment must be made within 28 days • No reduced payment option is available.
Important information about payment • Penalty Notices must be paid in full. • Part-payments are not accepted. • Payment plans are not available. • There is no right of appeal against a Penalty Notice. • Penalty Notices are issued **per parent, per child.** This means that where two parents are liable for a child's absence, each parent may receive a separate Penalty Notice and will be responsible for paying their own fine.	

Requests for leave of absence during term time

Government guidance states that schools should only grant leave of absence during term time in **exceptional circumstances**. Each request will be considered individually, taking account of the specific circumstances presented. Although we recognise the value of family time together, requests for family holidays during term time will not normally be authorised. Government guidance states that a need or desire for a holiday or other leisure activity is not considered an exceptional circumstance. If leave is granted, the Headteacher will determine the length of time authorised.

How to request leave of absence
Requests for leave of absence should be made in advance of the planned absence. Making a request in advance allows the school to consider the circumstances before a decision is made. Where leave has not been requested in advance, the school may be unable to consider induvial circumstances, and the absence is likely to be recorded as unauthorised. The school reserves the right to request evidence in support of absences reported immediately before or after a holiday period.

Support with school attendance
We understand that children and families can sometimes face challenges that affect attendance. If you are experiencing difficulties or require support to help your child attend school regularly, please contact your child's Year Office, or the attendance team:

01553 773393 ext 159
attendance@springwoodhighschool.co.uk

We will work with you to understand any barriers to attendance and discuss the support available.

Yours sincerely,

Mr A Johnson
Headteacher

Appendix 2: Leave of Absence Request Form

APPLICATION FOR LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME

Important information for parents – please read before completing this form

Working together to improve school attendance advises all schools that they should only grant a leave of absence during term time in exceptional circumstances, considering each request on a case-by-case basis. If a leave of absence is granted, it is for the headteacher to determine the length of time the pupil can be away from school. Although we recognise the value and benefits of family holidays, it is unlikely a leave of absence will be granted for a family holiday as the Government 'does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance'.

Requests for leave must be made in advance, otherwise we will be unable to consider your individual circumstances and the absence will be recorded as unauthorised. Headteachers are not obligated to reconsider authorising leave if an application was not made in advance.

Our aim is for every pupil's attendance to be 100% unless there are exceptional or unavoidable reasons for absence. If you require any support with ensuring your child's attendance, please contact the relevant year office or the attendance team.

I have read the above information and wish to apply for leave of absence from school for:

Child's Full Name:	Date of Birth:	Class:

Parent/Carer Details (please list all parents)

First Name:		**Surname:**	
Date of Birth:		**Relationship to the child:**	
Address and postcode:			
Telephone number:			
First Name:		**Surname:**	
Date of Birth:		**Relationship to the child:**	
Address and postcode:			
Telephone number:			

Siblings: Please provide the name of any siblings and the school that they attend

Child's Full Name:	Date of Birth:	Class:

Details of the absence

Date of First day of absence:		**Date of last day of absence:**	
Total Number of days absent:		**Expected date of return to school:**	

Please provide the reason for this request including supporting evidence:

Please read the following statement and sign to indicate you understand this:

I would like to request the above absence. I understand that the school strongly advises against taking unnecessary absence during term time and accept that this may have a detrimental impact on my child/ren's progress. I understand that a penalty notice may be issued if this request is denied, and my child is absent during this period. I understand that a fine will be payable per parent, per child.

I have read and understood Norfolk County Council's information regarding penalty notices for absence from school and the action they may take.

Signed:		**Full name:**		**Date:**	
Signed:		**Full name:**		**Date:**	

To be completed by the school:			
Date request received by the school:		**Total number of days requested:**	
Child's Name:		**Application Authorised or Declined?**	
Reason for school's decision:			
In the case of a term time holiday please confirm which parent took the holiday:			
Headteacher:			
Signed:		**Date:**	

Appendix 3: Attendance Policy Quick Guide for Parents

Attendance Policy Quick Guide for Parents

The name and contact details of the school staff member pupils and parents should contact about attendance on a day-to-day basis is:

Name: The year office or attendance office

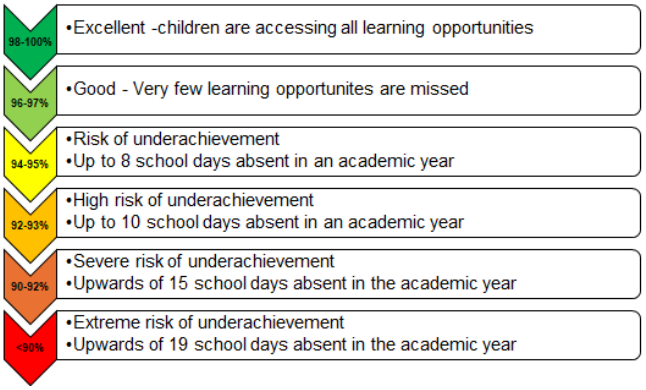
Email address and telephone number:

Attendance Officer **Attendance Administrator**	**Donna Moss**	**01553 773393 ext 159** **01553 773393 ext 216**
School Office (to report daily absence)	**Year offices**	Year 7 01553 778099 Year 8 01553 779408 Year 9 01553 778092 Year 10 01553 779405 Year 11 01553 778090 Year 12/13 01553779407

We expect pupils to attend school for 100% of the academic year. You can support your child to have excellent attendance by taking these steps:

- Ensure your child arrives on time for school every day and is ready to learn. Arriving after registration is recorded as an unauthorised absence. Pupils must be in school by **8:50am**
- Avoid taking holidays during term time.
- If your child appears to be only slightly ill, send them in to school. We have staff who will contact you if their condition deteriorates.
- Book any medical appointments outside of school hours. If this is unavoidable, please book for as late in the afternoon as possible and inform the school of appointments in advance.
- Supply a copy of the appointment card or hospital letter if your child has an appointment during school hours.

If your child becomes reluctant to go to school or you need help, please contact the school immediately; we are more likely to be able to work together to solve any problems if we act early.



'On the day' absences: what should I do if my child is not 'fit' to go into school?

On each day your child is unfit to come to school, please report this absence by calling the relevant year office or school office on 01553 773393 (***before 8:50am***) to let us know. In the message you must leave your child's full name, and year group and give the specific reason for absence. The information you give will be recorded on our official register.

Leave of Absence

There may be exceptional circumstances where you need to request a leave of absence for your child. Please use our 'Leave of absence request' form to make these types of requests. The form should be submitted in advance of the leave of absence, via the relevant year team email address, **office@sprinigwoodhighschool.co.uk** or alternitively you can hand a hard copy to the office or year team. You will receive an email in response, to advise if the request has been granted or declined.

Punctuality

Pupils are expected to arrive on time for school in the morning and for every lesson during the day. Your child is late to school if they are not in the classroom by **8:50am**.

The Government remains very clear that no child should miss school apart from in exceptional circumstances and schools must continue to take steps to reduce absence to support children's attainment. I hope we can count on your support in this matter.

Please contact the attendance team if you require any support with ensuring your child's regular school attendance.

Senior Attendance Champion – the senior leader responsible for the strategic approach to attendance in our school	Dee Mann	01553 773393 office@springwoodhighschool.co.uk
Pastoral Team (to report daily absence)	Y7- Mrs Savage Y8- Mrs Rawlinson Y9- Mrs Isle Y10- Mrs Kempton Y11- Mrs Robinson	**Y7- 01553 778099** Classof2031@springwoodhighschool.co.uk **Y8- 01553 779408** Classof2030@springwoodhighschool.co.uk **Y9- 01553 778092** Classof2029@springwoodhighschool.co.uk **Y10- 01553 779405** Classof2028@springwoodhighschool.co.uk **Y11- 01553 778090** Classof2027@springwoodhighschool.co.uk
Attendance Officer Attendance Administrator	Donna Moss	01553 773393 ext 159 attendance@springwoodhighschool.co.uk 01553 773393 ext 216

Appendix 4: Example Attendance Letter – concern about attendance

Date: Dear [Insert Parent/Carer's name]

RE concern about attendance of xxx

Attendance at school by children and young people is essential in order that they receive the education to which they are entitled. The Academy recognises the need for all children and young people to engage fully in the education process and has developed a strategy for promoting attendance through a positive and supportive approach.

I am concerned because.....'s attendance has fallen below 97% in the previous monitoring period and in accordance with school policy I am bringing this to your attention to ensure the appropriate action is taken.

The national average for children's annual attendance is 97% and anything below this is cause for concern. We are now setting a target of at least 97% for ..... …… and we will be monitoring «his_her» attendance over the next three weeks. The next review date will be ……

I am aware that the reason for this current drop in attendance is..... If there are ongoing health concerns, the school can help you to gain advice and support to ensure your child does not fall behind. If you are having difficulties with regards your child attending school. Our Attendance Officer, ... , will be happy to meet with you to discuss this further and look at how we may assist you.

Any further absences will be unauthorised unless medical evidence is provided until ……..'s attendance improves. I hope that we will be able to work together to improve ……..'s attendance, enabling «him_her» to benefit fully from «his_her» educational experience and avoiding the need for further action.

Yours sincerely,

[Insert Name]	[Insert Name]
HEAD TEACHER	ATTENDANCE OFFICER

Appendix 5: Example Review of Attendance Letter – No improvement

Date:

Dear [Insert Parent/Carer's name]

RE. Further concern about the attendance of [Insert child's name]

I refer to my letter dated…….. in which I expressed my concerns about..... 's level of attendance. Unfortunately, there has been no improvement in this 6 week period and ……'s attendance is still below ……%.

Your child's attendance was …….. and is now ……

I would like to suggest a meeting so that we can discuss this and agree an action plan informally to see if there is anything I can do to support you getting your child to school.

I wish to work together with this as it is in both of our interests to ensure that your child achieves their potential in school.

Please contact the office to suggest a suitable time to meet. If I don't hear from you, I will make contact to arrange a mutually convenient time.

Yours sincerely,

[Insert Name]	[Insert Name]
HEAD TEACHER	ATTENDANCE OFFICER

Appendix 6: Example Review of Attendance letter – Improvement

Date:

Dear [Insert Parent/Carer's name]

I refer to my letter dated ……. in which I expressed my concerns about…….'s level of attendance. I have monitored this attendance since then and am encouraged to have seen an improvement from…….. to …….

We would like this improvement to continue so will carry on monitoring the attendance of «forename» for a further period of time.

If the attendance falls again, (or fails to improve from this new figure)we will consider a formal meeting.

However, I am positive that this will not be needed as improvements have been made.

Thank you for your support in raise your child's attendance levels, this will help enormously in ensuring they can achieve their potential

Yours sincerely,

[Insert Name]	[Insert Name]
HEAD TEACHER	ATTENDANCE OFFICER

Appendix 7: Notice to improve letter

[Address Starts Here]

[INSERT DATE]

School Attendance Notice to Improve for [INSERT CHILD'S NAME, DOB, SCHOOL]

At [INSERT SCHOOL NAME] we believe that regular school attendance is essential if children are to gain the full benefit from their education.

If a child of compulsory school age who is a registered pupil at a school fails to attend regularly, the child's parent may be guilty of an offence under s.444 Education Act 1996. This notice is sent to you as the parent/carer of [CHILD'S NAME], (called in this notice "the pupil") who is a registered pupil at [INSERT SCHOOL NAME].

The school has offered support to you and your family to try and help improve [CHILD'S NAME]'s attendance, including:

1. Telephone calls. We contacted you every day your child was absent to understand why your child was absent and to offer support with any issues your child may be having.
2. Letters. We wrote to you on [INSERT DATES] letting you know about [CHILD'S NAME]'s attendance, the impact of their continued absence, and inviting you to contact the school to discuss the situation further.
3. Attendance Support Meeting Invitations. We invited you to meetings on [INSERT DATES] to discuss your child's unauthorised absences and to offer support to ensure that their attendance improved. You were notified of the consequences should your child continue to have unauthorised absence and you did not effectively engage with the support offered.
4. Bespoke support for identified barriers to regular attendance. Please include a summary of support you have put in place/signposted to, to support the pupil and their family to overcome identified barriers to regular attendance.

Unfortunately, despite the support that has been offered, attendance remains a cause for concern. Between [WARNING START DATE] and [WARNING END DATE], [CHILD'S NAME] has failed to attend regularly at [INSERT SCHOOL NAME] which has resulted in 10 sessions (half days) or more of unauthorised absence. Please see the attached registration certificate for details. We are very concerned that this amount of absence will have a harmful impact on [CHILDS NAME] learning and wider development.

You now have 30 school days (6 weeks) in which to improve your child's attendance. This means that between [ENTER DATE OF LETTER] and [DATE IN 6 WEEKS], your child must show significant improvements in attendance and have no unauthorised absences from school during this period. If there are any unauthorised absences during this time, we will need to refer this to the

Local Authority and a penalty notice may be issued. A penalty notice is charged at £160 if paid within 28 days. There is usually the opportunity to pay a reduced amount of £80 if paid within 21 days. More information regarding the national framework for penalty notices and possible legal intervention can be found in our school attendance policy.

We still want to work with you to help [CHILD'S NAME] to attend school regularly. Please contact [INSERT STAFF MEMBER NAME AND CONTACT INFORMATION] to make an appointment or arrange a phone call to discuss this notice and what further support is available.

Yours sincerely,

(Name)

(Job Title)

(School Name)

Appendix 8: Working together to improve attendance

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

Expect

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

Monitor

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

Listen and understand

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

Facilitate support

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

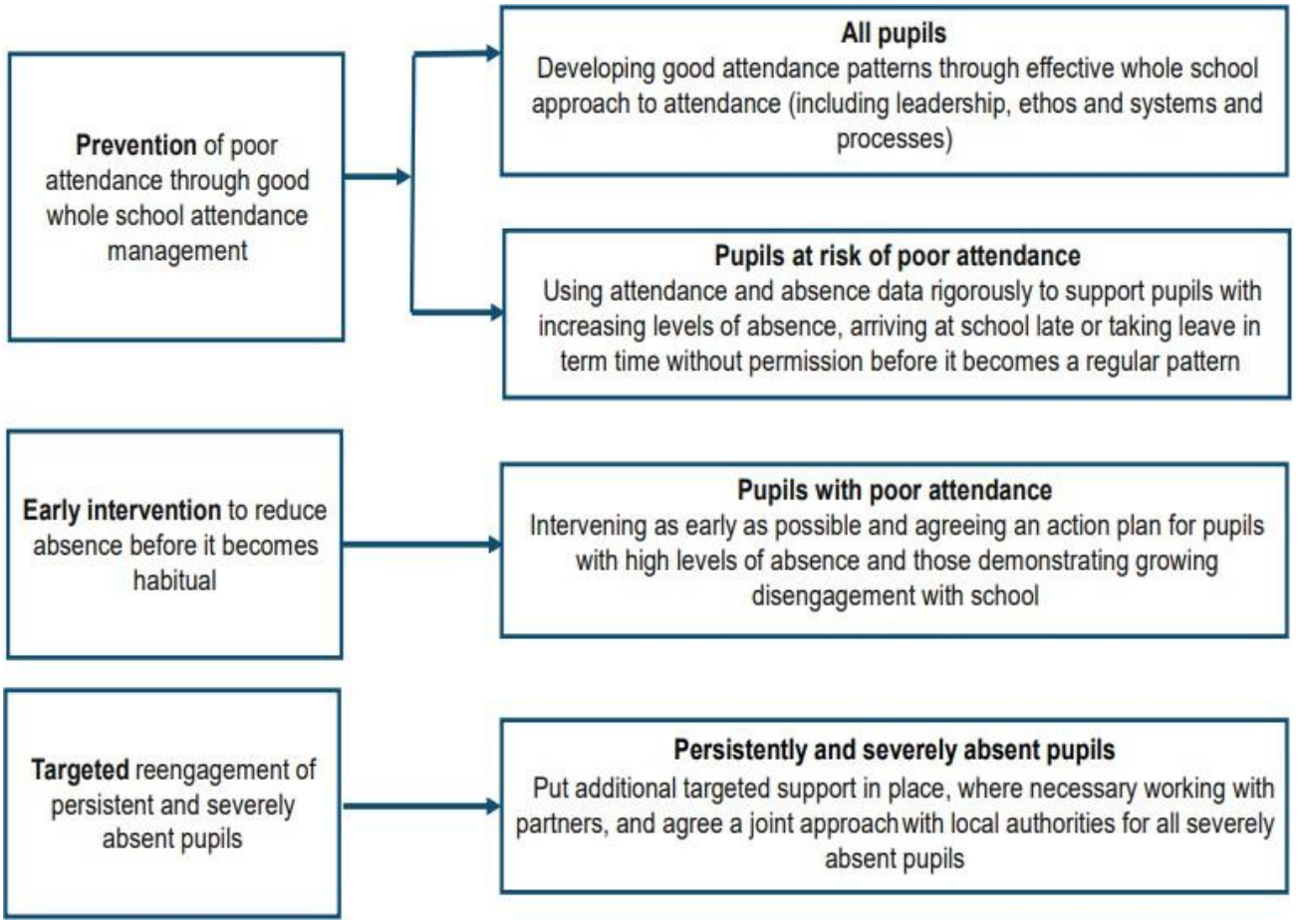
Formalise support

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

Enforce

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

Appendix 9: Effective school attendance improvement and management



Appendix 10: Registration Codes

Attendance and Absence Codes from school year 2024-25				
New Guidance - Chapter 8	**Code**	**Description**	**Statistical Meaning**	**Pupil Registration Regulations 2024 Reference**
Attending the school	/	Present at the school - morning session	Attending	Regulation 10(2) Table 1
	\	Present at the school - afternoon session	Attending	Regulation 10(2) Table 1
	L	Late arrival before the register is closed	Attending	
Attending a place other than the school	B	Attending any other approved educational activity *Schools must also record the nature of the educational activity*	Attending approved educational activity	Regulation 10(3) Table 2, 10(5), 10(11) and 11(10)
	D	Dual registered at another school	Not counted as a possible session	Regulation 10(4) Table 3 and 11(9)(a)
	K	Attending education provision arranged by the local authority *Schools must also record the nature of the educational activity*	Attending approved education activity	Regulation 10(3) Table 2, 10(5) and 11(9)(b)
	P	Participating in a sporting activity	Attending approved educational activity	Regulation 10(3) Table 2, 10(11) and 11(10)
	V	Attending an educational visit or trip	Attending approved educational activity	Regulation 10(3) Table 2 and 11(9)(c)
	W	Attending work experience	Attending approved education activity	Regulation 10(2) Table 2, 10(11) and 11(10)
Absent – leave of absence	C	Leave of absence for exceptional circumstances	Authorised absence	Regulation 10(4) Table 3 and 11(11)
	C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad	Authorised absence	Regulation 10(4) Table 3 and 11(2)
	C2	Leave of absence for compulsory school age pupil subject to a part-time timetable	Authorised absence	Regulation 10(4) Table 3 and 11(6)
	J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution	Authorised absence	Regulation 10(4) Table 3 and 11(4)
	M	Leave of absence for the purpose of attending a medical or dental appointment	Authorised absence	Regulation 10(4) Table 3 and 11(11)
	S	Leave of absence for the purpose of studying for a public examination	Authorised absence	Regulation 10(4) Table 3 and 11(5)
	X	Non-compulsory school age pupil not required to attend	Not counted as a possible attendance	Regulation 10(4) Table 3 and

Attendance and Absence Codes from school year 2024-25				
New Guidance - Chapter 8	**Code**	**Description**	**Statistical Meaning**	**Pupil Registration Regulations 2024 Reference**
Absent – other authorised reasons	E	Suspended or permanently excluded and no alternative provision made	Authorised absence	Regulation 10(4) Table 3
	I	Illness	Authorised absence	Regulation 10(4) Table 3
	R	Religious observance	Authorised absence	Regulation 10(4) Table 3
	T	Parent travelling for occupational purposes	Authorised absence	Regulation 10(4) Table 3
Absent – unable to attend school because of unavoidable cause	Q	Unable to attend the school because of lack of access arrangements	Not counted as a possible attendance	Regulation 10(4) Table 3, 10(12) and (13)
	Y1	Unable to attend due to transport normally provided not being available	Not counted as a possible attendance	Regulation 10(4) Table 3
	Y2	Unable to attend due to widespread disruption to travel	Not counted as a possible attendance	Regulation 10(4) Table 3
	Y3	Unable to attend due to part of the school premises being closed	Not counted as a possible attendance	Regulation 10(4) Table 3
	Y4	Unable to attend due to the whole school sit being unexpectedly closed	Not counted as a possible attendance	Regulation 10(10)
	Y5	Unable to attend as pupil is in criminal justice detention	Not counted as a possible attendance	Regulation 10(4) Table 3 and 10(14)
	Y6	Unable to attend in accordance with public health guidance or law	Not counted as a possible attendance	Regulation 10(4) Table 3
	Y7	Unable to attend because of any other unavoidable cause Schools *must also record the nature of the unavoidable cause*	Not counted as a possible attendance	Regulation 10(4) Table 3 and 10(6)
Absent – unauthorised absence	G	Holiday not granted by the school	Unauthorised absence	Regulation10(4) Table 3
	N	Reason for absence not yet established	Unauthorised absence	Regulation 10(4) Table 3, 10(7), (8) and (9)
	O	Absent in other or unknown circumstances	Unauthorised absence	Regulation 10(4) Table 3 and 10(9)(b)
	U	Arrived in school after registration closed	Unauthorised absence	Regulation 10(8)(b)
Administrative codes	Z	Pupil's name entered in advance of start date	N/A	N/A
	#	Planned whole school closure – no session to take place	N/A	N/A
Internal WNAT Secondary School Codes & sub codes	**A**	**In School Activity**		
	A01	Exam	Attending	
	A02	First Aid	Attending	
	A03	Internal Isolation	Attending	
	A04	Medically Excused from PE	Attending	
	A05	Mentor/1-1	Attending	
	A06	Pastoral Team	Attending	
	A07	Peri Music Lesson	Attending	
	A08	Reception Prefect/Student Services	Attending	
	A09	Truanting in school	Attending	
	A10	Workshop	Attending	

Internal WNAT Secondary School Codes & sub codes	**7**	**Unprepared**		
	7EQ	Missing Equipment	Attending	
	7LA	No Lanyard (Sixth Form only)	Attending	
	7PE	No PE Kit	Attending	
	7UN	Incorrect Uniform	Attending	
Internal WNAT Secondary School Codes & sub codes	**8**	**Missing Homework/Coursework**		
	8CK	Failure to hand in Coursework	Attending	
	8HK	No Homework	Attending	