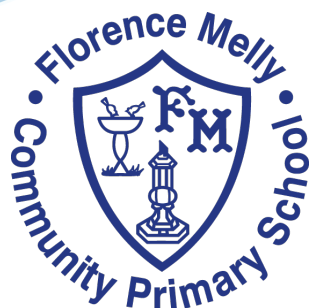


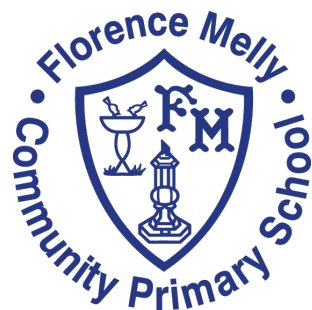


# Florence Melly Community Primary School

## Attendance Policy

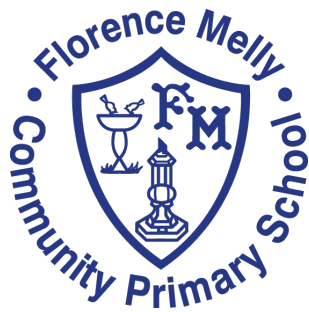
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|-----------------------|--------------------------------------------------------------------------------------|---------------------------------|-------------------------------|---------------------|
| <b>Policy Title:</b>  | Attendance Policy (based on the Liverpool Model Attendance and Punctuality Template) |                                 | <b>Date written:</b>          | September 2024      |
| <b>Written by:</b>    | Aaron Leach (Headteacher)                                                            |                                 | <b>New or revised policy:</b> | Revised (Version 3) |
| <b>Implementation</b> | <b>Date of ratification:</b>                                                         | <b>Date presented to staff:</b> | <b>Date of renewal:</b>       |                     |
|                       | October 2026                                                                         | September 2026                  | September 2027                |                     |





### **Policy Version Control**

| <b>Date of Update</b> | <b>Overview of changes made</b>                                                                                                                                                                                                                                                                                                                                                                                                       | <b>Version</b> |
|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| <b>September 2025</b> | Annual update to reflect changes to staffing, procedures and legislation.                                                                                                                                                                                                                                                                                                                                                             | V2             |
| <b>September 2026</b> | Major review and expansion of the Attendance Policy to align with DfE 2026 guidance. Added the Florence Melly Attendance Strategy, Attendance Football League Table, enhanced attendance monitoring systems, updated attendance procedures, strengthened support-first approaches, revised attendance rewards, updated roles and responsibilities, and improved alignment with school improvement priorities and Ofsted expectations. | V3             |



## **Attendance Policy**

**September 2026**

### **1. Introduction**

Florence Melly Community Primary School recognises the link between the attendance and attainment of pupils. The aim of this policy is to encourage the highest possible levels of attendance and punctuality for pupils within our school to support learning and achievement.

The importance of attendance and punctuality is underpinned by an awareness of safeguarding. It is important to see our children every day and provide a safe and secure environment.

To gain the greatest benefit from their education it is vital that all pupils attend regularly and on time. Pupils should attend every day that the school is open. As a school we set a target for all pupils to aim for 100% attendance, with the expectation all pupils achieve at least 97%.

**As a school we define regular attendance as 97% or above.**

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 admissions, safeguarding, behaviour and inclusion.

This policy demonstrates our commitment to meeting the requirements laid out in the Department for Education statutory guidance July 2026 "Working Together to Improve School Attendance"

### **2. Aims**

- Provide a framework to support building strong relationships with families to ensure pupils have the support in place to attend school
- Raise the profile of attendance and punctuality amongst the school community
- Set high expectations for the attendance and punctuality of all pupils
- Reduce the number of pupils who are persistently absent (90% or below) or severely absent (50% or below)
- Ensure every pupil has access to a full-time education
- Have clear procedures for the maintenance of accurate registration for all pupils
- Ensure a systematic approach to gathering, analysing and acting upon attendance data is in place
- Ensure there is a proactive whole school approach that embeds consistency of practice
- Continue to promote effective partnerships with the Local Authority, Children's Services, School Health and other partner agencies

### **3. Legal Framework**

This policy is based on the Department for Education statutory guidance 'Working Together to Improve School Attendance July 2026'.

The guidance is based on the following legislation:

- Education Act 2002
- The Children Act 1989
- The Education and Inspections Act 2006
- School Attendance Pupil (Pupil registration) Regulations 2023
- Education (Penalty Notices) (England) Regulations 2007
- Education Act 2002
- Crime and Disorder Act 1998
- Anti-Social Behaviour Act 2003
- Sentencing Act 2020
- Equality Act 2010
- Education (Parenting Contracts and Parenting Orders) (England) Regulations 2007
- Education (Information about Individual Pupils) (England) Regulations 2013
- Keeping Children Safe in Education (Current Version)
- Children Missing Education Guidance (Current Version)

#### **4. Developing a Culture of Excellent Attendance**

Florence Melly Community Primary School is committed to developing a culture where attendance is valued by all members of the school community.

We recognise that attendance is everyone's responsibility and that strong attendance is achieved through positive relationships, high expectations and effective support.

We will:

- Promote attendance as a key part of safeguarding, wellbeing and academic success.
- Ensure children feel safe, valued and welcomed in school.
- Build strong relationships with families.
- Celebrate good attendance, excellent punctuality and improved attendance.
- Identify barriers early and provide support before attendance becomes a concern.
- Maintain high aspirations for all pupils regardless of circumstance.
- Work with families in a supportive, non-judgemental manner to overcome barriers to attendance.

#### **5. The Florence Melly Attendance Strategy 2026/27**

At Florence Melly Community Primary School, excellent attendance is a key priority within our School Development Plan and underpins our commitment to ensuring every child achieves their full potential. Our attendance strategy provides a clear framework for driving improvement through early identification, strong relationships, effective support and high expectations for all members of our school community.

Please see appendix 1 for an visual overview of our attendance strategy for 2026/27.

##### **Priority 1: Build a Positive Attendance Culture**

We will create a culture where attendance is everyone's responsibility and where being in school every day is valued, promoted and celebrated.

##### **Why this matters**

This priority supports Ofsted's expectations that leaders:

- promote good attitudes to learning and regular attendance;
- ensure the school is a place pupils want to attend;
- establish and sustain a culture in which pupils experience a positive and enriching school life;

- ensure pupils feel valued, respected and belong within the school community.

### **Key Actions:**

- Promote attendance as a key theme through assemblies, newsletters, social media, displays and parent communications.
- Ensure attendance remains a standing agenda item at leadership, staff and governing body meetings.
- Develop a highly visible attendance profile across school through displays, attendance events and pupil voice activities.
- Deliver weekly, half-termly, termly and annual attendance awareness campaigns and rewards.
- Ensure all staff consistently promote the message that every day counts and every minute matters.
- Strengthen parental understanding of attendance expectations through workshops, information sharing and regular communication.

### **Priority 2: Identify Concerns Early**

We will ensure attendance concerns are identified at the earliest opportunity so that support can be implemented before attendance deteriorates.

#### **Why this matters**

This priority supports Ofsted's expectations that leaders:

- identify, anticipate and prevent poor attendance;
- analyse attendance data effectively;
- quickly identify pupils facing barriers to learning and wellbeing;
- understand their pupils and the challenges they face.

### **Key Actions:**

- Monitor attendance data weekly for all pupils and vulnerable groups.
- Introduce attendance tracking meetings to identify emerging attendance concerns.
- Implement attendance colour-band monitoring systems to identify pupils requiring support.
- Analyse attendance trends by class, year group and pupil group.
- Ensure first-day absence processes are robust and effective.
- Develop attendance dashboards for leaders to support rapid intervention and informed decision-making.

### **Priority 3: Provide Support First**

We will work in partnership with families to understand barriers to attendance and provide timely, supportive intervention.

#### **Why this matters**

This priority supports Ofsted's expectations that leaders:

- leaders work closely with parents;
- appropriate support is provided quickly and effectively;
- pastoral support is well matched to need;
- timely targeted interventions support pupils who need additional help.

## **Key Actions:**

- Adopt a "support first" approach in all attendance work.
- Hold attendance conversations with families at the earliest signs of concern.
- Develop personalised attendance plans where appropriate.
- Strengthen pastoral and wellbeing support for pupils and families.
- Work collaboratively with external agencies to provide coordinated support.
- Ensure Attendance Reviews focus on identifying solutions rather than assigning blame.

## **Priority 4: Remove Barriers**

We recognise that pupils and families may experience a range of barriers that affect attendance. We will seek to identify and remove these wherever possible.

### **Why this matters**

This priority supports Ofsted's expectations that leaders:

- leaders understand barriers affecting attendance and wellbeing;
- reasonable adjustments are made where appropriate;
- SEND pupils receive effective support;
- pupils facing mental health challenges receive appropriate intervention;
- leaders reduce barriers to attendance and learning.

## **Key Actions:**

- Strengthen support for pupils experiencing Emotionally Based School Avoidance (EBSA).
- Implement graduated support pathways for pupils with SEND and medical needs.
- Improve communication channels between home and school.
- Offer targeted support for families experiencing social, emotional or financial difficulties.
- Utilise Family Help and multi-agency referrals where appropriate.
- Develop reintegration plans for pupils returning following prolonged absence.

## **Priority 5: Use Legal Intervention Where Support Has Not Succeeded**

Whilst our primary focus is support and partnership, we recognise our statutory duty to ensure all pupils access their education.

### **Why this matters**

This priority supports Ofsted's expectations that leaders:

- have high expectations and implement policies consistently;
- understand statutory responsibilities;
- work effectively with local authorities and other agencies;
- have strategic systems which improve attendance outcomes.

## **Key Actions:**

- Ensure all attendance interventions are accurately recorded and monitored.
- Follow Liverpool City Council and DfE guidance regarding attendance enforcement.
- Issue Notice to Improve letters where required.
- Work closely with the Education Welfare Officer to support families and monitor progress.
- Ensure legal intervention is only considered once appropriate support and intervention have been offered.

- Maintain clear communication with families regarding attendance expectations and legal responsibilities.

## **Priority 6: Celebrate Excellent Attendance and Improvement**

We believe attendance should be recognised, celebrated and rewarded.

### **Why this matters**

This priority supports Ofsted's expectations that leaders:

- promote good attendance strongly and consistently;
- create a positive school culture;
- motivate pupils to engage positively with school life;
- foster positive attitudes and commitment to learning.

### **Key Actions:**

- Continue to develop a programme of attendance rewards and incentives.
- Celebrate attendance achievements through assemblies, newsletters and social media.
- Introduce attendance celebration events.
- Deliver the Florence Melly Superb Attendance Reward Trip initiative.
- Recognise both excellent attendance and significant improvement.
- Ensure attendance success is visible throughout the school environment.

## **Our Attendance Football League Table**

To further promote attendance and create excitement across the school, Florence Melly Community Primary School operates an Attendance Football League Table Competition.

Each class competes in a weekly attendance fixture against another class, with attendance percentages determining the result. The class with the highest attendance percentage for that week will be awarded the win and receive three points. If both classes achieve the same attendance percentage, the match will be recorded as a draw and each class will receive one point.

The league table will be updated and shared with pupils every week. This will encourage healthy competition, teamwork and collective responsibility for attendance across the school.

A large attendance football league display will be prominently displayed within the school hall. The display will include:

- The current league table.
- Weekly fixtures and results.
- Top-performing classes.
- Attendance league leaders.
- Attendance 'Players of the Week'.
- Half-termly champions.

Weekly attendance results will be celebrated in assemblies, newsletters and school communications.

At the end of each half term, the class that finishes at the top of the attendance league table will be crowned Attendance Champions and will receive a special reward or enrichment experience.

Through this initiative, we aim to make attendance engaging, exciting and highly visible, whilst reinforcing the message that excellent attendance is a team effort. By working together, every

class can compete for success and contribute to a culture where excellent attendance is valued and celebrated by all.

## **6. Roles and Responsibilities**

### **Governance**

The Governing Body is responsible for:

- Making sure leaders fulfil expectations and statutory duties
- Ensuring the school has high aspirations
- Regularly analysing attendance data and reviewing the school's performance
- Receiving and scrutinising termly attendance reports, including attendance trends, persistent absence, severe absence and the attendance of vulnerable pupil groups.
- Providing challenge and support to school leaders where attendance data indicates additional action is required.
- Ensuring all staff receive adequate training on their role in supporting pupil attendance
- Holding the Headteacher to account for the implementation of the attendance policy

The school has identified a named Link Governor, responsible for attendance. Attendance will be a standing agenda item at Governing Body meetings and reviewed regularly by the Attendance Link Governor.

The Link Governor for Attendance at Florence Melly Community Primary School is: Mr Jamie Long.

### **The Headteacher**

The Headteacher is the school's Senior Attendance Champion and has strategic responsibility for promoting excellent attendance throughout the school.

The Headteacher is responsible for:

- Implementation of this policy
- Reporting school level performance data to governors
- Ensuring effective communication between school and the local authority
- Ensuring effective communication with parents for all pupils where there are barriers to attendance

### **The Designated Attendance Lead (DAL)**

The Designated Attendance Lead at Florence Melly Community Primary School is: Mrs Stacey Byrne.

The Designated Attendance Lead is responsible for:

- Leading attendance across the school
- Offering a clear vision for attendance improvement
- Ensuring all staff are aware of their role in supporting pupil attendance
- Ensuring all staff receive annual training on attendance procedures, safeguarding implications, and strategies for engaging families
- Evaluating the effectiveness of the school's process and procedures for managing attendance
- Implementing specific strategies to address poor attendance identified through the analysis of data
- Coordinating targeted intervention and support to pupils and families
- Reviewing daily attendance data.
- Identifying pupils at risk of persistent absence.

- Monitoring attendance trends by year group and vulnerable group.
- Coordinating attendance panels and attendance reviews where necessary.

## **7. Promoting Regular Attendance at Florence Melly Community Primary School**

This is the responsibility for all members of staff, parents and pupils.

The school will ensure:

- There is a Designated Attendance Lead (DAL) for championing and improving attendance
- Effective strategies are in place to support all pupils to arrive on time for school
- An engaging curriculum is provided
- High quality teaching and learning is delivered throughout the school
- Pupils are provided with appropriate support from school and partner agencies to ensure regular attendance at school
- Pupils who experience difficulties in attending school are provided with effective support at the earliest opportunity and attendance is monitored rigorously
- Effective partnerships with parent/carers are encouraged through regular contact and communication
- Support for families of children with SEND or long term mental or physical health needs to address attendance barriers. This may include offering reasonable adjustments, personalised support plans, and referrals to external agencies where appropriate
- Parents are kept informed of pupil attendance and punctuality through the school's attendance procedures, termly progress reports, individual letters and meetings when required
- Good attendance and punctuality are rewarded through regular individual pupil incentives
- Attendance and punctuality are regularly discussed with pupils in assemblies
- Attendance roles and responsibilities are clearly defined and all staff ensure that these are followed
- Florence Melly Community Primary School actively engages with local and national attendance best practice and seeks to continuously improve attendance systems through collaboration with attendance partners, local authority attendance services, professional networks and partner schools.
- The school will work collaboratively with other schools, attendance networks and partner agencies to identify and implement evidence-informed approaches to improving attendance and punctuality.

## **8. Attendance Recognition and Celebration**

Florence Melly Community Primary School believes that attendance should be recognised and celebrated.

Attendance will be promoted through:

### **Weekly**

- Class attendance awards.
- Attendance trophies.
- Attendance recognition in assemblies.
- Newsletter celebration of attendance success.

### **Half-Termly**

- Attendance certificates.
- Improved attendance awards.
- Punctuality awards.

- Most Improved attendance awards.
- Class attendance recognition awards.
- Reward trip or enrichment opportunity (where appropriate).

### **Termly**

- Treat events.
- Reward experiences.
- Attendance celebration afternoons.
- Attendance prize draws.
- Attendance celebration events.
- Reward trip or enrichment opportunity (where appropriate).

### **Annually**

- 100% attendance awards.
- Outstanding attendance recognition.
- Family attendance celebration events.

### **Publicising Attendance**

- Attendance success may be promoted through:
- School newsletters.
- School website.
- Parent communication platforms.
- Social media channels.
- Displays around school.
- Assemblies.
- Governors' reports.
- Half-termly attendance letters to parents/carers.

Rewards will recognise both excellent attendance and significant improvement to ensure all pupils can experience success.

Parents/carers will receive regular attendance information throughout the academic year, including half-termly attendance letters and attendance updates where concerns arise. These communications will celebrate success, identify emerging concerns and support families in understanding attendance expectations.

### **Half-Termly Superb Attendance Reward Trip - Rewarding Commitment, Celebrating Success**

At Florence Melly Community Primary School, we recognise the vital role that excellent attendance plays in children's learning, wellbeing, achievement and future success. We also understand that maintaining strong attendance takes commitment from both children and their families, and we believe this effort deserves to be recognised and celebrated.

From September 2026, we will introduce our Half-Termly Superb Attendance Reward Trip.

Every half term, any pupil who achieves 97% attendance or above will be invited to take part in a special reward trip funded entirely by the school. These trips will provide exciting experiences, enrichment opportunities and memorable rewards for pupils who have demonstrated a strong commitment to attending school regularly.

We recognise that achieving 97% attendance across a half term is a significant accomplishment and want our children to know how much we value and appreciate their efforts. By celebrating

excellent attendance in this way, we hope to encourage positive attendance habits, raise aspirations and reinforce the message that every day in school matters.

The reward trip will be fully funded by school, meaning there is no cost to families. The only requirement for participation is achieving the attendance threshold set for that half term. Pupils who do not meet the required attendance threshold will remain in school and continue with their normal learning programme whilst the trip takes place.

We also recognise that some children face genuine barriers to attendance due to long-term medical conditions, disabilities, complex health needs or other exceptional circumstances. In line with our commitment to inclusion and equity, attendance targets for these pupils may be individually adjusted where appropriate. Any adaptations will be determined by the Headteacher and Attendance Team, taking account of individual circumstances, medical evidence and previous attendance patterns. This ensures that all children have a fair opportunity to be recognised for their commitment and effort.

Through this initiative, we aim to promote a culture where excellent attendance is celebrated, valued and rewarded, whilst ensuring that every child feels supported to achieve their personal attendance goals. Together, we can ensure that all children maximise their opportunities to learn, thrive and succeed.

## **9. Safeguarding**

A child not attending school, persistent lateness, or children missing from education may be considered a safeguarding issue if this places the child at risk of harm. Therefore, information about the cause of any absence from school is required.

To safeguard all the children in our care, it is important that parents and carers provide the school with their current contact details and provide additional contact numbers in case of an emergency.

More information on safeguarding and the protection of children can be found in the school's Child Protection Policy.

## **10. Supporting Vulnerable Pupils**

Florence Melly Community Primary School recognises that some children and families face additional challenges which may affect attendance. We are committed to working collaboratively with pupils, families and external agencies to identify barriers early and provide appropriate support to maximise attendance, wellbeing and engagement in education.

### **Pupils with SEND**

- Maintain high attendance expectations.
- Provide reasonable adjustments.
- Review attendance alongside SEND reviews.

### **Pupils with Medical Conditions**

- Individual healthcare plans considered.
- Multi-agency working where appropriate.

### **Children with a Social Worker**

- Attendance monitored with safeguarding team.
- Unexplained absences shared promptly with social worker.

## Children in Care (CLA)

- Attendance reviewed through Personal Education Plans.

## Young Carers

- Early identification.
- Appropriate family support.

## Pupils at Risk of Emotionally Based School Avoidance (EBSA)

- Early intervention.
- Individual attendance plans.
- Graduated reintegration where appropriate.

## 11.Expectations of Parents/Carers

- Ensuring your child's regular attendance at school is a parents' legal responsibility (Section 444 of the 1996 Education Act) and permitting absence from school that is not authorised by the school creates an offence in law
- Ensure your child arrives for school on time
- Notify the school if your child is going to be late
- Routine non-emergency medical and dental appointments should be made whenever possible outside of school hours. Confirmation of the appointment should be provided
- **Contact school by 8:30am on the first day of absence if your child is unable to attend, providing the reason, an indication of the expected duration and return date to school.**
- If a text message/phone call is made by the school due to your child's absence, it is important that you respond to ensure your child is appropriately safeguarded.
- Contact either the school office or our DAL if the reason for absence requires a more personal discussion.
- In case of emergency, school must have up to date contact numbers. Please ensure you inform us of any changes especially to mobile telephone numbers. (As a school we request a minimum of three emergency contact details be provided).
- Requests for leave of absence due to exceptional circumstances must be in writing to the Headteacher and can only be authorised by the headteacher. Reasons such as a close family bereavement or taking part in a significant religious event would be acceptable for short absences. Unacceptable reasons for missing school, include holidays, weddings, shopping, concerts and birthdays.

### If a pupil is absent, we will:

- Unexplained absences will be followed up on the first day of absence using all available contact methods. Where concerns remain, home visits may be undertaken and safeguarding procedures followed.
- If no response is received, a member of school staff may conduct a home visit. If there are safeguarding concerns, contact will be made with the family as soon as possible.
- If a pupil's absence continues, the parent will be invited to meet the Designated Attendance Lead (and/or a member of our Attendance team) and any barriers to the child attending school can be discussed and support put in place. This may include:
  - Reintegration support packages
  - Family Help assessment or referral to appropriate support services
  - Attendance contracts
  - Attendance report cards

- Reduced timetables (*In line with DfE expectations reduced timetables will only be used in exceptional circumstances, for a limited period, to support pupils to reintegrate back into education and access full time provision*)
- If the parent/carer does not attend the meeting in school or engage in the support that has been offered and the pupil has accrued 10 sessions of unauthorised absence in a 10 week rolling period, the parents may be issued with a Notice to Improve, in accordance with Liverpool City Council's Penalty Notice Code of Conduct.

## **Attendance Contracts**

Attendance contracts may be used where attendance concerns persist. These agreements will clearly identify:

- barriers to attendance,
- support offered by school and partners,
- expectations of parents/carers,
- expectations of the pupil,
- review dates and success criteria.

## **Attendance Review Panels**

Where attendance concerns continue despite support and intervention, parents/carers may be invited to attend an Attendance Review Panel.

Attendance Review Panels may include the Headteacher, Designated Attendance Lead, Education Welfare Officer and other relevant professionals.

The purpose of the panel is to:

- Review attendance concerns and barriers to attendance.
- Evaluate support already provided.
- Agree clear actions and attendance targets.
- Identify any additional support required.
- Clarify expectations and responsibilities.
- Consider next steps where attendance does not improve.

## **12. Understanding Types of Absence**

Florence Melly Community Primary School must legally record the reason for all individual pupil absence. Therefore, it is important for parents to directly inform school of the reason for absence on the first day a child is absent.

### **Authorised Absence**

**Authorised absence** - the school accepts the explanation offered as satisfactory. If no explanation is received, absences cannot be authorised. It is the headteacher, not parents who make the decision to authorise absence from school.

The following information outlines the main circumstances where absence may be authorised by the school:

### **Illness**

In most cases, absences for illness which are reported by parents following the school's absence reporting procedures will be authorised unless, the school has a genuine concern regarding the authenticity of the illness.

The school follows Department for Education statutory guidance 'Working Together to Improve School Attendance' 2024<sup>1</sup> which states that if the authenticity of the illness is in doubt, the school may ask the parent to provide medical evidence, such as a prescription, appointment card, or other appropriate form of evidence.

We will not ask for medical evidence unnecessarily. In some exceptional circumstances, the school may ask the parent to obtain a letter from a GP, or the school may seek parental permission to contact the pupil's GP directly to help support the needs of the individual pupil.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised.

Where a pupil has a high level and/or frequency of absence, the school may require medical evidence of some description to best support the child and to be able to authorise any future medical absences. If this is the case, the school will make the parents aware of this expectation in advance.

The reporting of absence due to illness remains the responsibility of the parent. Absences due to illness which have **not** been reported to the school by the parent on the first day of absence may not be authorised.

If a child is absent for more than one day, the parent should contact the school on each day to provide an update on the child's condition, unless otherwise agreed by the school.

## **Mental Health and Wellbeing**

Our school supports pupil mental health and wellbeing following DfE guidance Mental health issues affecting a pupil's attendance: guidance for schools. Parents who have concerns about their child's mental wellbeing can contact our school's Attendance/Designated Safeguarding Lead/Pastoral Lead (or other key professional in the setting) for further information on the support available.

## **Pupils taken ill during the school day**

If a pupil needs to be sent home due to illness, this should be by agreement with a member of the Senior Leadership Team. In such circumstances, the pupil must be collected from the school office by a parent or another authorised adult and signed out of school. No pupil will be allowed to leave the school site without parental confirmation.

## **Medical/Dental Appointments**

Parents should always try to make appointments outside of school hours wherever possible.

Where appointments during school time are urgent or unavoidable, the pupil should only be out of school for the minimum amount of time necessary for the appointment. It is not acceptable for a child to miss a whole day of schooling for an appointment, unless necessary, in which case the school will need an explanation as to why this is.

If a pupil must attend a medical appointment during the school day, they must be collected from the school office by the parent or another authorised adult and signed out of school. No pupil will be allowed to leave the school site without parental confirmation.

Advance notice is required for medical or dental appointments and must be supported by providing the school with sight of, or a copy of, the appointment information - only then will the absence be authorised.

## Religious Observance

Our school acknowledges the multi-faith nature of the school community and recognises that on some occasions, religious festivals may fall outside of school holidays or weekends. In accordance with the law, the school will authorise one day's absence for a day exclusively set apart for religious observance by the religious body to which the parent belongs. Should any additional days be taken, these will be recorded in the register as unauthorised absence. If necessary, the school will seek advice from the parents' religious body, to confirm whether the day is set apart.

## Traveller Absence

The school will authorise the absence of a Traveller pupil of no fixed abode who is unable to attend school because they are travelling with their parent who is engaged in a trade or business of such a nature as to require them to travel from place to place. This is subject to certain limits, depending on the child's age and number of sessions absent. The school will discuss cases individually with Traveller parents as necessary. Parents should let the school know of their plans as far in advance as possible. Authorised Traveller absence will be recorded appropriately in the register.

To help ensure continuity of education for Traveller children, wherever possible, the child should attend school elsewhere when their family is travelling for occupational purposes. In such situations the child will be dual registered at that school and this school will remain their 'main' school.

Children from Gypsy, Roma and Traveller communities whose families do not travel for occupational purposes are expected to register at school and attend as all other peers. They are subject to the same rules as other children in terms of the requirement to attend school regularly.

## Suspensions

If the school decides to send a pupil home due to their behaviour, this will be recorded as an Exclusion. The school will follow the current DfE's statutory guidance on exclusions.

All exclusions **must** be agreed by the Headteacher.

The school will notify the parent of the exclusion in writing. For children in the care of the local authority the school will notify the pupil's carer, the Section 19 Team, social worker and the Virtual School. In other instances, where a pupil is open to Children's Social Care for any reason, the school will also inform their allocated social worker.

The pupil must be collected from the school office by the parent or another authorised adult and signed out of school. No pupil will be allowed to leave the school site without parental confirmation.

## Unauthorised Absence

Unauthorised absence - when the school has not received a reason for absence or has not approved a child's leave of absence following a parental request.

This includes but is not exclusive to:

- Parents giving their children permission to be off school unnecessarily, such as for shopping, birthdays, to look after siblings
- Truancy before or during the school day
- Absences which have not been explained
- Pupils who arrive late after the close of registration

Parents have a legal responsibility to ensure that their child attends school on a regular basis. It is a criminal offence under Section 444 of the Education Act 1996 to fail to secure regular attendance of a registered pupil at the school. This applies to both resident and non-resident parents who may both be subject to legal sanctions if their child fails to attend school regularly. It also applies to others who may not be the parent but may have day to day care of the child

Unauthorised absence may lead to the use of penalty notices or other legal interventions from the Local Authority. Florence Melly Community Primary School, in agreement with the Education Welfare Service, may issue a Notice to Improve letter to parents (in accordance with the National Framework for Penalty Notices and the Local Authority Code of Conduct) where their child has accrued 10 sessions of unauthorised absence in a 10 week rolling period.

The Notice to Improve period will cover 20 school days. If the child has any unauthorised absence during this time the school will refer the case to the Local Authority requesting a penalty notice be issued.

Penalty notices are an alternative to prosecution and may not be issued if the local authority considers an Education Supervision Order or a prosecution to be a more appropriate response to a pupil's irregular attendance.

Penalty notices and prosecution proceedings are issued to each parent with responsibility for the child.

### **Persistent Absence**

Pupils are defined as persistent absentees by the Department for Education (DfE) if their attendance falls below 90%. This is for any absence whether authorised or unauthorised. The DfE expects schools to intervene early and offer support to prevent pupils becoming a persistent absentee (PA).

Whilst we understand that pupils can be absent from school because they are ill, sometimes they may be reluctant to attend. If a pupil is reluctant to attend or a parent/carer has concerns, it is important that contact is made with the school at the earliest opportunity to gain support and to work together to gain a resolution.

Parent/Carers are asked to contact the School Office, Safeguarding/Pastoral Team or Attendance Team the first instance.

### **Severe Absence**

Pupils who miss 50% or more of school are classified as being severely absent by the Department for Education (DfE). This cohort of pupils are a priority group for Florence Melly Community Primary School and additional support may be required from the local authority and partner agencies to support your child and improve their attendance. It is essential that parents work in partnership with school and its partners, to ensure their child receives the support they require to overcome any barriers that are preventing them from attending school.

## **13. Why Regular Attendance is Important**

Any absence affects education and regular absence will seriously affect pupils' learning.

Pupils who have regular time off often find it difficult to catch up and do well.

| <b>If attendance over the school year is:</b> | <b>...a pupil will miss this many days:</b> | <b>...and this many lessons:</b> |
|-----------------------------------------------|---------------------------------------------|----------------------------------|
| 100%                                          | 0                                           | 0                                |
| 95%                                           | 10                                          | 50                               |
| 90%                                           | 19                                          | 95                               |
| 85%                                           | 29                                          | 145                              |
| 80%                                           | 39                                          | 195                              |
| 75%                                           | 49                                          | 245                              |
| 70%                                           | 58                                          | 290                              |

Ensuring your child's regular attendance at school is your legal responsibility and permitting your child to have any absence without a good reason from school is an offence in law (The Education Act 1996) and may result in legal action.

#### **14.Attendance Data Monitoring Thresholds**

Attendance data is reviewed weekly, half-termly and termly to identify emerging concerns, inform early intervention and ensure appropriate support is provided as quickly as possible. In line with our attendance strategy, pupils are identified through a graduated attendance monitoring system which enables staff to act proactively before attendance becomes a significant concern. Attendance thresholds are used to guide communication with families, determine levels of support and monitor the effectiveness of interventions.

#### **Attendance Categories**

| <b>Attendance Percentage</b> | <b>Attendance Category</b>           | <b>School Response</b>                                              |
|------------------------------|--------------------------------------|---------------------------------------------------------------------|
| <b>97% - 100%</b>            | <b>Excellent Attendance</b>          | Celebrate and maintain high attendance.                             |
| <b>92% - 96.9%</b>           | <b>Good Attendance</b>               | Monitor and encourage improvement towards 97% +.                    |
| <b>Below 92%</b>             | <b>Attendance Concern</b>            | Early identification and supportive intervention.                   |
| <b>90</b>                    | <b>At Risk of Persistent Absence</b> | Attendance review and targeted support implemented.                 |
| <b>Below 90%</b>             | <b>Persistent Absence</b>            | Intensive support and multi-agency intervention where appropriate.  |
| <b>Below 50%</b>             | <b>Severe Absence</b>                | Highest level of concern requiring urgent intervention and support. |

The school expectation is that all pupils achieve 97% attendance, with every child encouraged to strive for 100% attendance.

## **Traffic Light Attendance System**

To help pupils and families understand attendance expectations, Florence Melly Community Primary School uses a simple Traffic Light Attendance System.

 **Green Zone (97% - 100%)** - Excellent Attendance - Pupils in the Green Zone are attending regularly and accessing the full benefits of their education. Attendance will be celebrated through rewards, recognition and attendance initiatives.

 **Amber Zone (92% - 96.9%)** - Attendance Requires Attention - Attendance is beginning to fall below the school's expected standard. School staff will monitor attendance closely and may contact families to offer support and prevent further decline.

 **Red Zone (Below 92%)** - Attendance Causing Concern - Attendance is significantly impacting learning and progress. Pupils will be prioritised for targeted attendance support, attendance reviews and, where necessary, involvement from external agencies.

The Traffic Light Attendance System supports our commitment to:

- identifying attendance concerns early;
- providing support before attendance deteriorates;
- maintaining high expectations for all pupils;
- reducing persistent and severe absence; and
- ensuring every child attends school regularly, punctually and consistently.

## **15. Pupils on Reduced (Part-Time) Timetables**

Pupils are entitled to a full-time education, suitable to their age, ability and aptitude, and any special educational needs or disabilities that they may have.

If, for any reason, our school is unable to provide a pupil with a full-time education due to the pupil's needs, we will work with the pupil, parent and other agencies where appropriate, to come to a mutually convenient arrangement. Any reduced timetables will be for the shortest amount of time possible, whilst arrangements are made to support the pupil's return to full-time provision as soon as possible.

## **16. The Education Welfare Officer (EWO)**

The Education Welfare Officer at Florence Melly Community Primary School is: Mr Gary Docherty.

The Education Welfare Officer (EWO) - will work with parents to support their child in overcoming any barriers in attending school, The EWO will always try to resolve any issues by working in partnership with the school and family. If a resolution cannot be achieved to improve the pupil's attendance and where unauthorised absence persists and the parent has refused or not engaged with support that has been offered, the local authority will be required to consider Penalty Notices or the instigation of legal proceedings.

## **17. Penalty Notices**

- Liverpool City Council (LA) on receipt of a request from our school will issue a penalty notice to parents for the unauthorised absence of their child

Before issuing a penalty notice the LA will consider:

- If the national threshold for considering a penalty notice has been met, 10 sessions of unauthorised absence in a rolling 10 week period
- If issuing a penalty notice is the best available tool to improve the attendance of the pupil
- If appropriate support has been put in place
- Consideration of the obligations that the school has under the Equality Act 2010 that would make issuing a penalty notice inappropriate
- Each parent/carer who is liable can be issued with a penalty notice, but this will usually be the parent who allowed the absence
- The first penalty notice issued to a parent in respect of a particular pupil will be charged at £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days.
- A second penalty notice issued to the same parent in respect of the same pupil in the rolling 3 year period is charged at £160 if paid within 28 days. There is no opportunity to pay a reduced amount.

A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of issue of the first. In a case where the national threshold is met for a third time (or subsequent times) within those 3 years, alternative action will be taken. This will often include considering prosecution, but may include other tools such as one of the other attendance legal interventions

The Local Penalty Notice Code of Conduct is published on Liverpool City Council's website

## **18. Leave of Absence Requests during Term Time**

### **The Law does not give any entitlement to parents to take their child on holiday during term time.**

At Florence Melly Community Primary School, leave in term time requests for the purpose of a holiday, will not be authorised by the school.

Parents can receive a penalty notice for taking unauthorised leave in term time without prior consent from school. Consent cannot be given retrospectively.

If leave of absence is deliberately taken in term time, without school permission, creating a period of unauthorised absence of 10 sessions or more; and it can be shown that the parent understood that permission had not or would not be given. In such cases, the local authority will issue a penalty notice without a Notice to Improve period being issued.

Any application for leave in term time must be in only exceptional circumstances and the Headteacher must be satisfied that the circumstances warrant the granting of leave. The Headteacher will determine the number of school days a child can be away from school if the leave is granted.

Parents should email the Headteacher to request the leave of absence. The request should be submitted as soon as it is anticipated; and wherever possible, at least **four weeks** before the absence. **Although such absence may be unauthorised, it is better that we know your child is safe, rather than missing.** Please be aware that you may be required to provide us with additional evidence to support your request.

If we have any concerns about possible safeguarding concerns, we will follow the necessary protocols.

For Children in Care, any period of leave taken without the agreement of the Virtual School Head, Service Manager and Director of Children's Services, will be classed as unauthorised.

## **19. How we Manage Lateness**

Poor punctuality is not acceptable. If a pupil misses the start of the day, they can miss work and late arriving pupils disrupt lessons. It can be embarrassing for the pupil arriving late and can encourage future absence.

Our school operates a free-flow arrival system, meaning children do not line up in classes on the playground.

- School gates open at 8:35am.
- Classroom doors open at 8:45am.
- Children can enter the school building through their designated year group entrance.
- Members of the Senior Leadership Team are on the playground each morning to support children and families.

Classroom doors close at 8:55am, providing a 10-minute window for children to arrive and settle into class ready for learning. Our registers are taken at this point.

Lessons begin promptly at 9:00am.

If your child arrives after their classroom door has closed at 8:55am, they must be taken to the school office to be registered.

Please:

- Do not knock on classroom doors.
- Do not leave your child outside a locked entrance.
- Always bring your child to the school office if they arrive after 8:55am.

Attendance marks are recorded as follows:

- Arriving between 9:00am and 9:30am: recorded as late.
- Arriving after 9:30am: recorded as having missed the morning session, although your child will still be registered as present once they arrive.

If a pupil arrives late for school parents will receive a text message/telephone call to inform them of their child's late arrival.

Late arrival to school following the close of registers is classified as an absence (Code U). If a pupil is persistently late after the official closure of the register and there are no barriers preventing the child from arriving on time, the school following a Notice to Improve period, may request the local authority issue a penalty notice.

- **The official close of registration at Florence Melly Community Primary School is 9:00am.**

If a parent has any problem getting their child to attend school on time they should contact the School Office who will offer support to resolve the problem.

## **20. People Responsible for Attendance at Florence Melly Community Primary School**

All school staff, parents and pupils need to work as a team to support the attendance and achievement of pupils. This continued support therefore is vital in making every pupil's journey through school a success.

|                        |
|------------------------|
| <b>Attendance Team</b> |
|------------------------|

|                            |               |                                                                                      |
|----------------------------|---------------|--------------------------------------------------------------------------------------|
| Designated Attendance Lead | Mrs Byrne     | <a href="mailto:s.byrne@fmp.liverpool.sch.uk">s.byrne@fmp.liverpool.sch.uk</a>       |
| Pastoral Lead              | Miss Campbell | <a href="mailto:m.campbell@fmp.liverpool.sch.uk">m.campbell@fmp.liverpool.sch.uk</a> |
| Administrator              | Mrs Connolly  | <a href="mailto:h.connolly@fmp.liverpool.sch.uk">h.connolly@fmp.liverpool.sch.uk</a> |
| Attendance Link Governor   | Mr Jamie Long | <a href="mailto:jlong@olasp.co.uk">jlong@olasp.co.uk</a>                             |

See Appendix 2 for a key contact list infographic of those who form the Attendance Team at Florence Melly Community Primary School.

## 21. Removal from Roll

From the 1st of September 2016 changes were introduced to the Pupil Registration Regulations 2016. These amendments affect all non-standard transitions; this is whenever a child of compulsory school age leaves a school before completing the school's final year.

**As a school we are now required to:** Inform the LA in **every** circumstance when deleting a pupil's name from the admission register. Inform the LA of the pupil's destination school and home address if the pupil is moving to a new school.

All schools must complete an exit form and submit to the Children Missing from Education Team email inbox: [CME@liverpool.gov.uk](mailto:CME@liverpool.gov.uk).

All schools must provide information to the LA when registering new pupils, including the pupil's address and previous school.

If your child is leaving our school parents are asked to:

- Provide the attendance officer with comprehensive information about their plans, including, any date of a move, new address and telephone numbers, your child's new school and the start date when known. This should be submitted to school in writing.
- If a pupil leaves and we do not have the above information, then your child may be considered to be a child missing in education. This requires schools and local authorities to carry out investigations to try to locate your child, which may include liaising with Children's Services, the Police and other agencies. By giving us the above information, these investigations can be avoided.

## Appendix 1 - an overview/infographic of the Florence Melly Attendance Strategy 2026/27



# FLORENCE MELLY

# ATTENDANCE STRATEGY 2026/27

➤ EVERY DAY, EVERY LESSON. EVERY OPPORTUNITY. ➤

At Florence Melly Community Primary School, excellent attendance is a key priority within our School Development Plan and underpins our commitment to ensuring every child achieves their full potential. Our attendance strategy provides a clear framework for driving improvement through early identification, strong relationships, effective support and high expectations for all members of our school community.



**OUR AIM**  
100% attendance with an expectation that all pupils achieve at least 97%.

1 BUILD A POSITIVE ATTENDANCE CULTURE



KEY ACTIONS

- Promote attendance as a key theme through assemblies, newsletters, social media, displays and parent communications.
- Ensure attendance remains a standing agenda item at leadership, staff and governing body meetings.
- Develop a highly visible attendance profile across school through displays, attendance events and pupil voice activities.
- Deliver weekly, half-termly, termly and annual attendance awareness campaigns and rewards.
- Ensure all staff consistently promote the message that every day counts and every minute matters.
- Strengthen parental understanding of attendance expectations through workshops, information sharing and regular communication.

2 IDENTIFY CONCERNS EARLY



KEY ACTIONS

- Monitor attendance data weekly for all pupils and vulnerable groups.
- Introduce attendance tracking meetings to identify emerging attendance concerns.
- Implement attendance colour-band monitoring systems to identify pupils requiring support.
- Analyse attendance trends by class, year group and pupil group.
- Ensure first-day absence processes are robust and effective.
- Develop attendance dashboards for leaders to support rapid intervention and informed decision-making.

3 PROVIDE SUPPORT FIRST



KEY ACTIONS

- Adopt a "support first" approach in all attendance work.
- Hold attendance conversations with families at the earliest signs of concern.
- Develop personalised attendance plans where appropriate.
- Strengthen pastoral and wellbeing support for pupils and families.
- Work collaboratively with external agencies to provide coordinated support.
- Ensure Attendance Reviews focus on identifying solutions rather than assigning blame.

4 REMOVE BARRIERS



KEY ACTIONS

- Strengthen support for pupils experiencing Emotionally Based School Avoidance (EBSA).
- Implement graduated support pathways for pupils with SEND and medical needs.
- Improve communication channels between home and school.
- Offer targeted support for families experiencing social, emotional or financial difficulties.
- Utilise Family Help and multi-agency referrals where appropriate.
- Develop reintegration plans for pupils returning following prolonged absence.

5 USE LEGAL INTERVENTION WHERE SUPPORT HAS NOT SUCCEEDED



KEY ACTIONS

- Ensure all attendance interventions are accurately recorded and monitored.
- Follow Liverpool City Council and DfE guidance regarding attendance enforcement.
- Issue Notice to Improve letters where required.
- Work closely with the Education Welfare Officer to support families and monitor progress.
- Ensure legal intervention is only considered once appropriate support and intervention have been offered.
- Maintain clear communication with families regarding attendance expectations and legal responsibilities.

6 CELEBRATE EXCELLENT ATTENDANCE AND IMPROVEMENT



KEY ACTIONS

- Continue to develop a programme of attendance rewards and incentives.
- Celebrate attendance achievements through assemblies, newsletters and social media.
- Introduce attendance celebration events.
- Deliver the Florence Melly Superb Attendance Reward Trip initiative.
- Recognise both excellent attendance and significant improvement.
- Ensure attendance success is visible throughout the school environment.

### OUR ATTENDANCE FOOTBALL LEAGUE TABLE



To further promote attendance and create excitement across the school, Florence Melly Community Primary School operates an Attendance Football League Table Competition.

Each class competes in a weekly attendance fixture against another class, with attendance percentages determining the result. The class with the highest attendance percentage for that week will be awarded the win and receive three points. If both classes achieve the same attendance percentage, the match will be recorded as a draw and each class will receive one point.

The league table will be updated and shared with pupils every week. This will encourage healthy competition, teamwork and collective responsibility for attendance across the school.



OUR LEAGUE DISPLAY INCLUDES:

-  The current league table.
-  Weekly fixtures and results.
-  Top-performing classes.
-  Attendance league leaders.
-  Attendance 'Players of the Week'.
-  Half-termly champions.

Weekly attendance results will be celebrated in assemblies, newsletters and school communications.

At the end of each half term, the class that finishes at the top of the attendance league table will be crowned Attendance Champions and will receive a special reward or enrichment experience.






Through this initiative, we aim to make attendance engaging, exciting and highly visible, whilst reinforcing the message that excellent attendance is a team effort. By working together, every class can compete for success and contribute to a culture where excellent attendance is valued and celebrated by all.

## ➤ IN SCHOOL, ON TIME, EVERY DAY! ♥

**Appendix 2** - key contact list infographic of those who form the Attendance Team at Florence Melly Community Primary School.



# MEET THE FLO MELLY ATTENDANCE TEAM

*♥ We're Here to Help ♥*

**IN SCHOOL,  
ON TIME,  
EVERY DAY!**



**Good attendance is everyone's responsibility.**  
At Florence Melly Community Primary School, we work in partnership with families to remove barriers, provide support and ensure every child has the best opportunity to succeed.

**Our school target is 97% or above – we aim for 100%!**





**Mrs Stacey Byrne**  
**DESIGNATED ATTENDANCE LEAD (DAL)**  
Leading attendance across the school and coordinating support for pupils and families. Mrs Byrne oversees attendance improvement, identifies concerns early and works with families to remove barriers to attendance.

✉ [s.byrne@fmp.liverpool.sch.uk](mailto:s.byrne@fmp.liverpool.sch.uk)



**Miss Campbell**  
**PASTORAL LEAD**  
Supporting pupils and families with wellbeing, attendance concerns and barriers affecting school attendance. Providing early intervention, guidance and emotional support where needed.

✉ [m.campbell@fmp.liverpool.sch.uk](mailto:m.campbell@fmp.liverpool.sch.uk)



**Mrs Connolly**  
**ATTENDANCE ADMINISTRATOR**  
Monitoring attendance, processing absence notifications, attendance enquiries, attendance letters and supporting daily attendance procedures.

✉ [h.connolly@fmp.liverpool.sch.uk](mailto:h.connolly@fmp.liverpool.sch.uk)

**ATTENDANCE LINK GOVERNOR**  
**Mr Jamie Long**  
Providing support and challenge to ensure attendance remains a priority across the school.

✉ [jlong@olasp.co.uk](mailto:jlong@olasp.co.uk)

**WE CAN HELP WITH:**

- ✓ Attendance concerns
- ✓ Punctuality concerns
- ✓ Medical needs affecting attendance
- ✓ Family support referrals

- ✓ Attendance plans and reviews
- ✓ Emotionally Based School Avoidance (EBSA) support
- ✓ Reintegration support and attendance guidance



**REMEMBER OUR ATTENDANCE TARGET**

**97%+ ATTENDANCE = EXCELLENT ATTENDANCE**

Children achieving 97% attendance or above may qualify for our **HALF-TERMLY SUPERB ATTENDANCE REWARD TRIP!**



**Appendix 3** - working towards best practice - (Example guidance for strategies used in schools)

## Attendance and Punctuality Roles and Responsibilities Guidance

| When         | Whom                      | Actions Expected                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|--------------|---------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Daily</b> | <b>Pupils</b>             | <ul style="list-style-type: none"> <li>• Arrive on school site by 8:45am</li> <li>• Be in class on time for registration at 9:00am</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|              | <b>Class Teacher</b>      | <ul style="list-style-type: none"> <li>• Registers are completed on the MIS system each day on time</li> <li>• Ensure attendance has a high profile in class</li> <li>• Discuss absence with pupils returning to school</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|              | <b>Pastoral Staff</b>     | <ul style="list-style-type: none"> <li>• Ensuring staff have completed AM/PM registers</li> <li>• Ensuring input of accurate attendance coding in the register via MIS</li> <li>• Identify pupils who are absent from school without reason</li> <li>• Log on MIS, parental voicemails, text messages and emails regarding student absences</li> <li>• Ensure all late arriving pupils are spoken to and their attendance is entered on to MIS</li> <li>• MIS messages sent to parent/carers who have failed to contact the school regarding their child's absence</li> <li>• First day absence phone contact with parents, following up unexplained absences where no text message/phone call has been returned.</li> <li>• SLT and class/form teachers contacted with specific attendance queries and necessary follow ups required</li> <li>• Supporting staff with registration queries, support the interventions of the class teachers.</li> <li>• Logging attendance of all pupils going out /in school for medical, dental or visits</li> <li>• Daily liaison with other settings for pupils educated off site to ensure AM and PM registers are provided within set time parameters and pupils who fail to attend with reasons unknown are followed up through the first day contact systems.</li> <li>• Daily Late process, log and send actions for relevant staff.</li> <li>• Daily Attendance SA/PA report sent to DAL for attendance.</li> </ul> |
|              | <b>Curriculum Leaders</b> | <ul style="list-style-type: none"> <li>• Curriculum leaders' informal discussions with identified pupils to follow up attendance issues and agree future action required.</li> <li>• Curriculum leaders discuss with class teachers when required identified pupils of concern regarding specific attendance queries and necessary follow ups required.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

|  |                                   |                                                                                                                                                                                                                                                                                                                                                                                 |
|--|-----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <b>EWO</b>                        | <ul style="list-style-type: none"> <li>• Safeguarding home visits as required.</li> <li>• Focused casework interventions with SA/PA pupils and families.</li> <li>• Phone call contact with pupils/parent/carers</li> <li>• Home visits</li> <li>• Instigation of legal proceedings</li> <li>• Tracking of actions and interventions and feedback to pastoral staff.</li> </ul> |
|  | <b>Designated Attendance Lead</b> | <ul style="list-style-type: none"> <li>• Monitoring and tracking of staff not completing registers in line with Safeguarding requirements.</li> <li>• Liaison with EWO, Pastoral staff and Curriculum Leaders regarding support work with identified pupils.</li> </ul>                                                                                                         |

| When          | Whom                              | Actions Expected                                                                                                                                                                                                                                                                                                                                                                                                                   |
|---------------|-----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Weekly</b> | <b>Class/Form teacher</b>         | <ul style="list-style-type: none"> <li>• Ensure all members of the class know the school target and their current attendance</li> <li>• Monitor/follow up identified pupil absence by contacting parent/carers where appropriate.</li> <li>• Update information on attendance displays</li> </ul>                                                                                                                                  |
|               | <b>Pastoral Staff</b>             | <ul style="list-style-type: none"> <li>• Informing SLT and EWO of pupil patterns of absence.</li> <li>• Provide weekly pupil attendance figures for DAL for attendance, class teachers and pupil rewards</li> <li>• Discuss punctuality issues with identified pupils and parent/carers</li> <li>• Pupil rewards</li> <li>• Provide weekly punctuality data for the DAL for attendance, class teacher and pupil rewards</li> </ul> |
|               | <b>Curriculum Leader</b>          | <ul style="list-style-type: none"> <li>• Organise support for pupils to catch up on missed work due to prolonged absence</li> </ul>                                                                                                                                                                                                                                                                                                |
|               | <b>Designated Attendance Lead</b> | <ul style="list-style-type: none"> <li>• Monitoring and tracking of staff not completing registers in line with Safeguarding requirements.</li> <li>• Liaison with EWO, pastoral staff and curriculum leaders regarding support work with identified pupils</li> <li>• Determine priority actions for the following week</li> </ul>                                                                                                |

| When               | Whom                              | Actions Expected                                                                                                                                                                                                                                                                                                                                                                                  |
|--------------------|-----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Half-Termly</b> | <b>Designated Attendance Lead</b> | <ul style="list-style-type: none"> <li>• Maintain a high profile of attendance as a significant contributor to pupil achievement</li> <li>• Use attendance data to identify and act to improve the attendance of vulnerable pupils</li> <li>• Ensure that all teaching staff focus on attendance in planning and pedagogy</li> <li>• Determine priority actions for the next half term</li> </ul> |
|                    | <b>Pastoral Staff</b>             | <ul style="list-style-type: none"> <li>• Monitor and track attendance SA /PA action plans</li> <li>• Liaise with EWO to share information and agree joint actions re action plans and pupils causing concern</li> </ul>                                                                                                                                                                           |

| When          | Whom                              | Actions Expected                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|---------------|-----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Termly</b> | <b>Designated Attendance Lead</b> | <ul style="list-style-type: none"> <li>• The importance of attendance is underpinned by awareness of safeguarding issues for all pupils both in school and those attending off site provision</li> <li>• School attendance review alongside the EWO</li> <li>• Ensure attendance is given a high profile as a key driver of school improvement and provide support and guidance to SLT, for plans to raise attendance</li> <li>• Ensure that the attendance policy is implemented across the school and systems are operating effectively</li> <li>• Report to SLT on attendance matters</li> <li>• Ensure school prospectus, parent/carers welcome booklet and school newsletters, promote attendance</li> <li>• Ensure attendance features at all parents' evenings</li> <li>• Determine priority actions for the next term</li> </ul> |
|               | <b>Headteacher</b>                | <ul style="list-style-type: none"> <li>• Ensure that attendance maintains a high profile as a key driver of school improvement through close monitoring and scrutiny of attendance data in conjunction with SLT and Governors</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

## **Appendix 4 - Attendance Codes (Summary of Commonly Used Codes)**

Our school follows the nationally recognised DfE attendance codes, including updates implemented from August 2024. A full list is available from the DfE; however, the following codes are those most frequently used in our setting:

### **Present Codes**

- **/ or \** - Present (AM/PM)
- **L** - Late before register closes

### **Authorised Absence**

- **I** - Illness
- **M** - Medical/Dental appointment
- **R** - Religious observance
- **C** - Other authorised circumstances
- **E** - Excluded (no alternative provision)

### **Unauthorised Absence**

- **O** - Unauthorised absence
- **U** - Late after register closes

### **Additional Codes Introduced/Updated 2024**

- **C2** - Exceptional circumstances with formal supporting evidence
- **Y6** - National emergency / attendance restrictions (DfE confirmed use)
- **Y7** - Public health or local authority directed exceptional closure

A full explanation of these codes can be provided to parents on request.