

# Attendance Policy & Attendance Management Procedures

## Skegness Academy



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## 1. Rationale

Regular and punctual attendance is an essential prerequisite to effective learning. When students are not in school they are deprived of the educational opportunities which the academy has to offer them and they are at greater risk of subsequently becoming socially excluded and disadvantaged.

It is the legal responsibility of parents and those with 'parental responsibility' to secure education for their children of compulsory school age whether at school or 'otherwise', and, if they are at school, to send them to school regularly.

It is the school's responsibility to support the attendance of its students and to deal with problems which may lead to non-attendance. The Skegness Academy recognises that attendance problems may be outside the control of the academy but may also lie within it, having their origin in the quality of education which that student is experiencing. As such, better attendance may be achieved by identifying and remedying problems in that individual's education.

We need to ensure that in addition to increasing the levels of overall attendance we also reduce the numbers of persistent absentees. (A persistent absentee is when a student's attendance rate falls below 90%) the Skegness Academy will seek to promote good attendance and punctuality through other policies and procedures including the Behaviour Management Procedures the Teaching & Learning Policy and the academy's approach to rewards and recognition. This Attendance Policy and Attendance Management Procedures outline the practice and procedures in place together with the stages of intervention adopted to promote good attendance and reduce persistent absenteeism.

## 2. Legislation and Statutory Requirements

This policy meets the requirements of the [working together to improve school attendance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#)

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.

Under section 7 of the Education Act 1996 parents have a legal responsibility for making sure that their children of compulsory school age receive full-time education. If a child fails to attend regularly then the parent is guilty of an offence.

Schools and academies are responsible for recording student attendance twice a day, once at the start of the morning session and once during the afternoon session. An entry must be made on the attendance register for all students who are registered at the School.

### 3. Intended Outcomes

It is intended that through these procedures, awareness of the importance of good attendance will be raised and a coherent and consistent approach to promoting and securing good attendance will be established across the academy. **This will drive the Skegness Academy's expectation that all students achieve an attendance figure of 97% and strive for 100%.**

- To improve the overall percentage attendance of students registered at the Skegness Academy.
- To make attendance and punctuality a priority for all those associated with the Skegness Academy.
- To develop a framework which defines agreed roles and responsibilities and promotes consistency in carrying out designated tasks with respect to promoting attendance and punctuality.
- To provide support, advice and guidance to parents/carers and students.
- To develop a systematic approach to gathering and analysing attendance-related data.
- To implement a system of rewards and sanctions with respect to attendance and punctuality.
- To promote effective partnership with Lincolnshire County Council Attendance teams, Education Welfare Services and other agencies.
- To recognise the needs of the individual student when planning reintegration following a significant period of absence.
- To follow standard approaches as devised by Greenwood Academy Trust (GAT).

### 4. Unplanned Absence

- Parents must notify the school on the first day of an unplanned absence by calling 01754 879122 (option1) before 8.30am or as soon as practically possible. They should call the Skegness Academy on each morning of a longer-term absence unless a doctor's note has been provided stating that a defined period of absence is necessary.
- If the authenticity of the illness is in doubt, the school may ask parents to provide medical evidence, such as a doctor's note, appointment card or other appropriate form of evidence.
- If the Skegness Academy is not satisfied about the authenticity of an illness, the absence will be recorded as unauthorised and parents will be notified of this.
- If the Skegness Academy has not been notified of the reason for absence the Attendance Officer will arrange for them to be contacted using Group Call text messaging service.
- The reasons for absence will be recorded on SIMS Lesson Monitor so that staff can be informed of absence.
- Where there has been no contact from parent/carer giving reasons for absence the Attendance Officer will follow the school absence procedure to investigate the reason

for absence as follows. A phone call will be made and home visits may take place. If an absence exceeds 3 days a home visit will take place.

- If the home visit is unsuccessful the Academy may call upon the Local Authority Services to support us to ensure the child/children's safety.

## 5. Medical or Dental Appointments

Missing registration for a medical or dental appointment is counted as an authorised absence; advance notice is required for authorising these absences.

Parents should make medical and dental appointments out of school hours where possible. Where this is not possible, the student should be out of school for the minimum amount of time necessary.

Parents must notify the school in advance of a planned medical or dental appointment by calling the attendance line.

## 6. Authorised and unauthorised absence

The Head of School may not grant any leave of absence to students during term time unless they consider there to be 'exceptional circumstances'.

The Academy considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. A leave of absence is granted entirely at the Head of School's discretion.

Valid reasons for authorised absence include:

- Illness and medical appointments:
  - Genuine illness unless your child has been classed as having Persistent Absence.
  - A medical appointment that could not be made outside of school hours
  - Being in the hospital or having hospital treatment
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the student's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart.
- Attending an interview for a job or a place at a college
- Taking part in an off-site examination

The Head of School will **not authorise absence** for any of the following reasons:

- Term-time holidays (including visiting family abroad)
- Study leave
- Trivial illness
- Looking after the house or waiting for workmen/deliveries etc
- Looking after siblings, including dropping them off at school/nursery

- Helping with housework or a family business
- Being unhappy or not getting on with others at school
- Being up late the night before, including for family problem
- Feeling a under the weather
- Needing to take medication

This is not an exhaustive list.

## 7. Application for Leave of Absence

Parents have a legal responsibility in accordance with Section 7 of the Education Act 1996 to ensure their child receives efficient full-time education by regular attendance at school. The Department for Education guidance states that holidays and other leave of absence should not be taken during term time unless there are exceptional circumstances.

Exceptional circumstances are a matter of discretion of the Head of School, Mrs Albelda. All cases will be judged on a case by case basis.

Leave of absence applications must be made in writing at least twelve (12) days before the intended leave. Supporting evidence should be provided at the time of the request.

## 8. Contacting the pastoral team for additional support

If your child is having any issues in school, please do not keep them at home. You are able to contact the relevant year team staff using the information below. Please note, if you choose to keep your child off school without contacting the academy for support the absence will be deemed to be unauthorised.

Year	Head of Year	Deputy Head of Year
Year 7	Miss Rees <a href="mailto:irees@skegnessacademy.org">irees@skegnessacademy.org</a>	Miss Jones <a href="mailto:cjones@skegnessacademy.org">cjones@skegnessacademy.org</a>
Year 8	Mrs Matson <a href="mailto:imatson@skegnessacademy.org">imatson@skegnessacademy.org</a>	Mrs Heywood <a href="mailto:heywood@skegnessacademy.org">heywood@skegnessacademy.org</a>
Year 9	Mr Harker <a href="mailto:charker@skegnessacademy.org">charker@skegnessacademy.org</a>	Miss Parker <a href="mailto:parker@skegnessacademy.org">parker@skegnessacademy.org</a>
<b>Head of KS3</b>	<b>Miss Bloodworth</b> <a href="mailto:kbloodworth@skegnessacademy.org">kbloodworth@skegnessacademy.org</a>	
Year 10	Miss Furlong <a href="mailto:efurlong@skegnessacademy.org">efurlong@skegnessacademy.org</a>	Mr J Divilly <a href="mailto:divilly@skegnessacademy.org">divilly@skegnessacademy.org</a>
Year 11	Mrs Willis <a href="mailto:hwillis@skegnessacademy.org">hwillis@skegnessacademy.org</a>	Mrs Laws <a href="mailto:klaws@skegnessacademy.org">klaws@skegnessacademy.org</a>
Sixth Form	Miss Langdale <a href="mailto:klangdale@skegnessacademy.org">klangdale@skegnessacademy.org</a>	Mrs Hunt <a href="mailto:hunt@skegnessacademy.org">hunt@skegnessacademy.org</a>
<b>Head of KS4</b>	<b>Mrs Ferrier</b> <a href="mailto:sferrier@skegnessacademy.org">sferrier@skegnessacademy.org</a>	

## 9. Reporting to parents

Parents will receive a written report on their child's attendance each term.

## 10. Lateness and punctuality Management Procedures

- The academy day starts at 8:40am and the AM register opens at 8:45 and closes at 9:45am.
- A student who arrives late but before the register has closed will be marked as late, using the appropriate code.
- A student who arrives late should report to reception to receive a late 'L' mark and
- Students who arrive late without a signed note from a parent, with a valid reason or those who are repeatedly late may be issued a 40-minute after school detention to be served on the same school day.
- Morning roll call closes at 9.45am. After 9:45am a student will receive a U code.
- The academy closes at 15:10pm.

## 11. Attendance Registers

By law the Skegness Academy is required to keep an attendance register and all students must be placed on this register.

The attendance register will be taken at the start of the first session of each school day and once during the second session. It will mark whether every student is:

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

The register for the first session (AM) will be opened at 8:45am and will be closed at 9.45am. The register for the second session (PM) will be taken at the start of period 4 at 12:10pm.

### **Amending the attendance register**

Any amendments to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

Every entry in the attendance register will be preserved for 3 years after the date on which the entry was made.

A register needs to be taken for every lesson within the first 10 minutes.

If students arrive late (after the first 10 minutes) without a valid reason to lessons the teacher should L code the attendance register. Any students missing from lesson will be logged as "internally truanting" and receive a sanction on Class Charts.

## 12. Attendance monitoring

- The attendance officers monitor student absence on a daily basis.

- If a student's absence shows patterns of absence which are unusual or includes unauthorised absences we will contact the parents to discuss the reasons for this.
- The persistent absence threshold is 10%. If a student's individual overall absence rate is greater than or equal to 10%, the student will be classified as a persistent absentee.
- If strategies are insufficiently successful in improving attendance, a referral will be made to the Local Authority's Education Welfare Service and may result in the issue of a formal warning notice.

Student-level absence data is collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. We compare our attendance data to the national average, Lincolnshire average and share this with the Greenwood Academies Trust.

The academy tracks the attendance of individual students to identify whether or not there are particular groups of children whose absences may be a cause for concern. We use this information to identify any children who may be in need of intervention and support. Patterns of attendance and the impact of strategies to improve attendance are monitored internally by the Principal and additionally by the Greenwood Academies Trust.

### 13. Recognising Good Attendance and Punctuality

At the Skegness Academy we will use a range of measures to praise and reward students who meet their attendance and punctuality targets. This will often include achievement assemblies where students will receive recognition and reward for high levels of attendance and excellent punctuality and be entered into rewards. The details of which are listed below. We will also recognise students who make significant improvements to their attendance or punctuality.

### 14. Additional support and reasonable adjustments

The Skegness Academy recognises that some young people face challenging barriers that might impact their ability to attend school regularly. We work closely with families and outside agencies to provide additional support to mitigate these barriers. This includes onsite provision to facilitate a transition to full time education.



## 15. Addressing Poor or Declining Attendance

At the Skegness Academy we work diligently to help students attend well. We will communicate regularly with parents and always provide support to overcome barriers to good attendance.

We address poor attendance through our attendance pathway:

% Attendance	Impact on learning	Interventions
99%-100%	Children are accessing all learning opportunities	<p>Inclusion in termly attendance incentives            Weekly recognition of attendance, half termly attendance certificates and rewards.            Those with 100% will be entered for regular prize draws.            In addition, fortnightly attendance incentives will take place with student voice informing rewards.            Annually, there will be a celebration of students who have achieved 100% attendance.</p>
96%-98%	Some learning opportunities are being missed	<p><b>Tutors</b> to notify students when attendance falls below 98% and discuss reasons for unauthorised absence.</p> <p><b>Text message</b> to be sent to parents with 2% unauthorised absence as per half termly triggers (see table below)</p> <p><b>Tutors</b> to complete an early help assessment of needs to identify causes of unauthorised absence for students for students with 4% unauthorised absence.</p>
93-95%	Risk of underachievement	<p><b>Letter 1</b> to be sent to parents of students with 5% unauthorised absence.</p> <p><b>Deputy Heads of Year/Heads of Year/SLT</b> to develop an attendance improvement plan with student and parent and set targets for students with unauthorised absence of 5%.</p>
90-92%	High risk of underachievement	<p><b>Letter 2</b> to be sent to parents of students with 8% unauthorised absence.</p> <p><b>Attendance Senior Leader</b> weekly discussion with Education Welfare Officer</p> <p><b>Education Welfare officer</b> develop an Attendance Support Plan with student and parent for students with unauthorised absence of 8% or more.</p>

		<p><b>Targeted Support meeting</b> with the Local Authority Education Welfare Service</p> <p>Referral to Education Welfare Service in targeted support meetings.</p>
Under 89%	Severe risk of underachievement	<p><b>Persistent Absentee letter</b> to be sent to parents of students who have been classed as active persistent absentees.</p> <p><b>Letter 3</b> to be sent to parents of students with more than 15% unauthorised absence.</p> <p>Cases monitored by the <b>Education Welfare Officer</b>.</p> <p>Formal warning notices issued</p>

#### Unauthorised absence thresholds for 2022-2023

	Days missed at 98%	Days missed at 95%	Days missed at 92%	Days missed at 89%
Half term 1	0.5 days	2 days	3 days	3 days
Half term 2	1.5 days	4 days	6 days	8 days
Half term 3	2 days	5 days	8 days	10 days
Half term 4	2.5 days	6 days	10 days	14 days
Half term 5	3 days	8 days	12 days	17 days
Half term 6	4 days	10 days	15 days	21 days

#### 16. Academy strategy for addressing Persistent and Severe Absenteeism

To prevent a child's attendance falling below 90% the academy has a range of support strategies in order to re-engage our young people with their learning. This may include seeking student voice, working together with families to overcome barriers, and seeking support from wider services. If the academy is unable to successfully engage with families and unexplained absence continues support will be formalised in conjunction with the Local Authority.

#### 17. Legal Sanctions

When a child's attendance falls below 90% and the academy have exhausted all avenues of support, legal actions may come into force. The academy may request to the Lincolnshire School Attendance Support Team for them to consider issuing a Penalty Notice.

A Penalty Notice may also be issued when the level of unauthorised absence is 10% or more over a period of six school weeks.

A parent will be issued with no more than three Penalty Notices, relating to the same child, in any twelve-month period.

Where a child resides with two parents a separate penalty notice will be issued to each parent.

The term “parent” used in the code of conduct is defined by Section 576 of the Education Act 1996 and Section 2 of the Children Act 1989. In this Act, unless the context otherwise requires, “parent”, in relation to a child or young person, includes any person:

(a) who is not a parent of his but who has parental responsibility for him/her, or (b) who has care of him/her

If a penalty Notice is issued, whether paid or not, it may be used in evidence in subsequent criminal proceedings in relation to non-school attendance.

#### 14.1 Effect of a Penalty Notice being issued

The Local Authority will act in accordance with The Education (Penalty Notices) (England) Regulations 2012 to issue a Penalty Notice. Penalties are set at £60 if paid within twenty one (21) days rising to £120 if paid after twenty one (21) days but within twenty eight (28) days. If the penalty is paid the absence covered by the Penalty Notice cannot be cited again.

Penalty Notices shall not be issued if legal proceedings under Section 444 of the Education Act 1996 are under consideration or are in progress.

There is no right of appeal against a Penalty Notice and a parent can either accept and pay the notice or decline payment.

If the Penalty Notice is not paid in full by the end of the 28 day period the Local Authority must either prosecute under section 444 of the Education Act 1996 or withdraw the notice. Where a penalty notice is withdrawn the recipient will be informed in writing.

If a prosecution is brought and the parent found guilty then a conviction for an offence under Section 444(1) of the Education Act they may be liable to a fine of up to £1000.

## 18. Roles & Responsibilities

All stakeholders in the Academy have a role to play in promoting and securing good attendance.

### 15.1 The role of Parents/Carers

Only with the full support of parents/carers can high attendance be guaranteed:

- Parents or carers are legally responsible for ensuring their children attend school regularly and may risk prosecution if they fail in this duty.
- Parents/carers need to also ensure that their children arrive at school on time, with the right equipment, properly attired in school uniform and in the right emotional condition to learn and accept the Academy’s Behaviour Policy.
- It is parents’/carers’ responsibility to inform school of the reason for a child’s absence on the first day of absence and to provide further information as is required.

### 15.2 The role of Senior Leadership Team

The Senior Leadership Team will promote good attendance and punctuality and will use opportunities in line management meetings and meeting with parents/carers to remind those concerned of the importance of this.

Members of the Senior Leadership Team will:

- Regularly meet with the Attendance Officers and Education Welfare Officer.

- Participate, when appropriate, in Attendance Support Meetings.
- Use attendance data to make links with attendance and academic performance.
- Take part in celebrating attendance in reward assemblies.
- Ensure that reference to attendance is included in all school documentation e.g. academy prospectus, attendance information for parents/carers.
- Oversee the Leave of Absence procedure.
- Ensure that relevant CPD is offered to new/existing staff with respect to attendance and punctuality matters.

#### SLT Attendance Lead:

- Lead and drive whole school attendance to meet academy expectations of 97%.
- Rigorously analyse data to ensure attendance of individuals and key groups of students continues to improve.
- Provide robust quality assurance of all attendance monitoring procedures.
- Ensure that all staff are adequately trained to fulfil their responsibilities.
- Manage the academy admissions processes (including Fair Access).
- Ensure that the off rolling of student is robustly monitored.
- Oversee the correct management of any elective home education request.

#### 15.3 The Role of the Education Welfare Officer:

- To lead the work of the attendance team to ensure that attendance at the Academy is at 97% for all groups.
- Use the whole school attendance tracker to undertake analysis of attendance data to identify patterns and to inform attendance improvement strategies.
- Case manage, lead and be accountable for the attendance intervention for all students with attendance of less than 89% and record all students with significant attendance concerns on CPOMS (school's safeguarding system).
- Robustly Quality Assure all daily attendance data ensuring that all marks are correctly entered.
- Provide a daily overview of attendance data.  
Be responsible for liaising closely with Lincolnshire School Attendance support and Education Welfare Services and other agencies and to ensure that, when required, attendance orders are served in a prompt and timely fashion to parents/carers where attendance has not improved.
- Work in collaboration with the Designate Safeguarding Lead to identify and report students at risk.
- Oversee of the attendance and welfare of students placed on personalised timetables.
- Oversee the attendance of students who are on the Vulnerable Learner List.
- Send weekly tutor group attendance/whole school attendance data out to all staff.
- Undertake and manage all Child Missing in Education (CME) referrals.
- Undertake and manage all Elective Home Education (EHE) referrals.
- Oversee the administration of the Leave of Absence procedure and referrals for FPN.
- Quality Assure all Attendance Support Plan targets and ensure that actions are properly recorded, actioned and evaluated in a timely manner.
- Liaison with Heads of Year to implement attendance reward systems.
- Quality assure the distribution of punctuality and attendance letters for every half term and in line with the Academy's attendances processes.

- Carry out home visits where appropriate to encourage good attendance.
- Keep up to date with all Government guidance on Attendance and ensure Academy meets statutory requirements.
- Update the whole school attendance tracker and CPOMS for students causing concern.
- Meet with students and parents causing attendance and punctuality concerns to address concerns and improve attendance.
- Analyse attendance data and take action where attendance is poor or declining in line with the academies waved intervention approach.
- Manage the persistent absentee student lists and intervene in line with the academy's attendance pathway.
- Undertake home visits as required in line with the lone working policy ensuring that home visit forms are completed as required.

#### 15.4 The Role of the Attendance Officer:

- To monitor student attendance/absences/punctuality via MIS registration system in SIMS.
- With the Education Welfare Officer and the student care team lead and promote good attendance (at least 97% strive to achieve 100%).
- Support Education Welfare Officer to analyse attendance and punctuality data (key groups) to identify trends/patterns of absence on a weekly basis and to address concerns and improve attendance.
- Quality assure the timely completion of registers by all teachers.
- Ensure timely communication about attendance particularly vulnerable students to ensure these young people are safe.
- Liaise with Attendance Officer at other educational establishment where students are being educated off site.
- Ensure that data is inputted daily with notification of absence put onto Lesson Monitor and coded correctly in-line with statutory guidance.
- Ensure any missing marks for on registers are chased and completed before the end of each session.
- Follow up on any unexplained absence.
- Along with safeguarding and pastoral teams, complete first day phone calls for persistent absentees and follow up any unexplained absences.
- Meet with the Education Welfare Officer weekly to ensure each individual child's attendance is accurate and record next steps on SIMS.
- Produce attendance letters for distribution every half term and in line with the Academy's attendances processes.

#### 15.5 The role of Pastoral Teams

- Have the highest expectations for students attendance and punctuality.
- Complete Attendance Support Plans for students who attendance falls below 97%.
- Ensure that the tutor team is aware of their responsibilities with respect to promoting attendance and punctuality.
- Ensure that attendance is persistently identified as a key academy improvement priority at all times.

- Meet regularly with the Key Stage Leaders to monitor attendance and identify individual students whose attendance is of concern and to agree appropriate actions.
- Working closely with the Attendance Team ensure that contact is made with parents/carers of poor attenders, supporting the tutor where appropriate in dealing with parents/carers directly through the consistent use of Pastoral Support Plans.
- Monitor the attendance of individual tutor groups following up patterns of absenteeism that are not being effectively addressed.
- Have attendance as a regular item on all Tutor team meetings.
- Follow up truancy with appropriate sanctions.
- Promote good attendance weekly in assembly and throughout the year through regular attendance prizes, rewards etc.

### 15.6 The Role of the Form Tutor in Promoting Good Attendance and Punctuality

The form tutor is seen as the key person in promoting regular punctual attendance. The tutor is expected to:

- Provide a good example by always being punctual to registration, give a high profile to attendance and punctuality and praise students who arrive on time.
- Complete accurate registers.
- Inform tutees of their current attendance on a weekly basis.
- Support with early help assessment of needs for students falling below 97% attendance.

### 15.7 The Subject Teacher

The subject teacher is key to promoting punctuality to lessons and that students are actively attending to their learning. They need to:

- Provide a good example by arriving on time to lessons welcoming students with a 'meet and greet' positive approach.
- Carry out a register of the class at the beginning of Registration as the morning registration, and as soon as possible for all other lessons (within the first 10 minutes) so that punctuality is promoted, and late students are recorded together with the number of minutes late.
- Ensure that registers are accurate, complete and saved onto the academy's SIMs system.
- Provide relevant, appropriately challenging learning opportunities to engage students in learning thus promote attendance and punctuality.
- Provide relevant work for students to do if they have returned following an absence.
- Be supportive of students when they have been absent in providing them with strategies to catch up any missed work.
- Follow the Behaviour Management procedures regarding lateness to lessons and missing from lessons/internal truancy.

## 19. Children Missing in Education

Where a student has not returned to school after an authorised absence or is absent from school without authorisation and the school have failed, after making reasonable enquiries, to establish the whereabouts of the child, a Child Missing in Education referral will be made to the Local Authority.

Further information:

- [Department of Education Child Missing in Education guidance  
https://www.lincolnshire.gov.uk/school-attendance/student-attendance](https://www.lincolnshire.gov.uk/school-attendance/student-attendance)

## 20. Links with other policies and procedures

This policy links to the following:

- 1) [Working together to improve school attendance \(DfE\)](#)

### **SKA Site Specific Safeguarding Policy**

[www.skegnessacademy.org/page/?title=Safeguarding&pid=35](http://www.skegnessacademy.org/page/?title=Safeguarding&pid=35)

### **SKA Behaviour Policy**

[www.skegnessacademy.org/page/?title=Academy+Policies&pid=11](http://www.skegnessacademy.org/page/?title=Academy+Policies&pid=11)

### **GAT Attendance Policy**

[www.greenwoodacademies.org/page/?title=Trust+Policies&pid=19](http://www.greenwoodacademies.org/page/?title=Trust+Policies&pid=19)

### **KCSIE Policy**

[www.gov.uk/government/publications/keeping-children-safe-in-education](http://www.gov.uk/government/publications/keeping-children-safe-in-education)

### **Working Together to Safeguarding Children**

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/942454/Working\\_together\\_to\\_safeguard\\_children\\_inter\\_agency\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/942454/Working_together_to_safeguard_children_inter_agency_guidance.pdf)

### Attendance Early Help Assessment of Need

To be completed by Tutors  
Attendance certificates to be provided for tutors

Student Details	
<b>Name</b>	
<b>Year/Tutor Group/ Tutor Name</b>	
<b>Reasons for Unauthorised Absence</b> Identify absences (particularly unauthorised absence) on the attendance certificate  Discussion with student and/or parent to determine reasons for the absence.	
<b>Barriers Identified</b>  Discussion with student/parent to identify any barriers they may have to prevent them attending.	
<b>Interventions/Targets discussed</b>  Attendance improvement target set  Outline any interventions needed or put in place to prevent further absence.	



Appendix 2 – Attendance Support Plan

**Attendance Improvement Plan**

To be completed by the Pastoral/Safeguarding team

Student Details	
Name	
Year/Tutor Group	
Home language	
Parent's names	
Student Care Team Lead	

Attendance	
Attendance data overview	

Attendance Meeting 1	Date	
Attendees		
Student's view		
Parents' view		
Discussion		

Agreed Aims	
<b>Commitments</b>	<b>Evaluation</b> <i>(to be completed in review meeting)</i>
The student agrees to:	
The parent(s) / carer(s) agree to:	
The school agrees to:	
Signed	
.....(student)	
.....(parent/carer)	
.....(school)	

<b>Review Meeting</b>	<b>Date</b>	
Attendees		
Next steps		

Appendix 3 – Attendance Improvement Plan

**Attendance Support Plan**

To be completed by Attendance team/Senior leader

Student Details	
Name	
Year/Tutor Group	
Home language	
Parent's names and contact details	
Attendance Officer	

Attendance	
Attendance data overview	

Attendance Meeting 1	Date	
Attendees		
Student's view		
Parents' view		
Discussion		

Agreed Aims	
<b>Commitments</b>	<b>Evaluation</b> <i>(to be completed in review meeting)</i>
The student agrees to:	
The parent(s) / carer(s) agree to:	
The school agrees to:	
Signed	
.....(student)	
.....(parent/carer)	
.....(school)	

<b>Review Meeting</b>	<b>Date</b>	
Attendees		
Next steps		

Appendix 4 – DFE Approved Absence Codes

<b>Codes</b>	<b>Description</b>	<b>Meaning</b>	<b>Physical Meaning</b>
/	Present (AM)	Present	In for whole session
\	Present (PM)	Present	In for whole session
B	Education off site (no Dual reg)	Approval Education Activity	Out for whole session
C	Other authorised circumstances	Authorised Absence	Out for whole session
D	Dual registration	Approved Education Activity	Out for whole session
E	Excluded	Authorised Absence	Out for whole session
F	Extended family holiday (agreed)	Authorised Absence	Out for whole session
G	Family holiday (not agreed)	Unauthorised Absence	Out for whole session
H	Family holiday (agreed)	Authorised Absence	Out for whole session
I	Illness	Authorised Absence	Out for whole session
J	Interview	Approved Education Activity	Out for whole session
L	Late (before registers closed)	Present	Late for session
M	Medical/Dental appointments	Authorised Absence	Out for whole session
N	No reason yet provided for absence	Unauthorised Absence	Out for whole session
O	Unauthorised Abs	Unauthorised Absence	Out for whole session
P	Approved sporting activity	Approved Education Activity	In for whole session
R	Religious observance	Authorised Absence	Out for whole session
S	Study leave	Authorised Absence	Out for whole session
T	Traveller absence	Authorised Absence	Out for whole session
U	Late (after registers closed)	Unauthorised Absence	Out for whole session
V	Educational visit or trip	Approved Education Activity	Out for whole session
W	Work experience	Approved Education Activity	Out for whole session
#	School closed to students & staff	Attendance not required	Out for whole session

<b>Codes</b>	<b>Description</b>	<b>Meaning</b>	<b>Physical Meaning</b>
Y	Enforced closure	Attendance not required	Out for whole session
X	Non-compulsory school age absence	Attendance not required	Out for whole session
Z	Student not on roll	Attendance not required	Out for whole session
-	All should attend/No mark recorded	No mark	Out for whole session