



Attendance and Absence Policy



Signed by:

Neil Gage _____ Headteacher

Date: 1st September 2024 _____

Jason Goddard _____ CEO

Date: 23rd September 2024 _____



Contents:

Statement of intent

1. [Legal framework](#)
2. [Definitions](#)
3. [Roles and responsibilities](#)
4. [Attendance expectations](#)
5. [Absence procedures](#)
6. [Attendance register](#)
7. [Authorising parental absence requests](#)
8. [SEND- and health-related absence](#)
9. [Absence in exceptional circumstances](#)
10. [Truancy](#)
11. [Missing children](#)
12. [Attendance intervention](#)
13. [Working with parents/carers to improve attendance](#)
14. [Persistent Absence \(PA\)](#)
15. [Legal intervention](#)
16. [Monitoring and analysing absence](#)
17. [Training of staff](#)
18. [Deletions of names from the admission register](#)
19. [Monitoring and review](#)

Appendices

- A. [Attendance Monitoring Procedures](#)
- B. [Attendance Reporting Structure](#)
- C. [Attendance Agreement Forms](#)



Statement of intent

Dovecote School believes that to facilitate teaching and learning, good attendance is essential. Students cannot achieve their full potential if they do not regularly attend school

We understand that barriers to attendance are complex, and that some students find it harder than others to attend school; therefore, we will continue to prioritise cultivating a safe and supportive environment at school, as well as strong and trusting relationships with students and parents/carers.

We take a whole-school approach to securing good attendance and recognise the impact that our efforts in other areas – such as the curriculum, behaviour standards, bullying, SEND support, pastoral support, and the effective use of resources such as student premium – can have on improving student attendance.

We are committed to:

- Promoting and modelling high attendance and its benefits.
- Ensuring equality and fairness for all.
- Intervening early and working with other agencies to ensure the health and safety of our students.
- Building strong relationships with families to overcome barriers to attendance.
- Working collaboratively with other schools in the area, as well as other agencies.
- Ensuring parents/carers follow the framework set in section 7 of the Education Act 1996, which states that the parent of every child of compulsory school age shall cause them to receive efficient full-time education suitable to their age, ability, and aptitude, and to any SEND they may have, either by regular attendance at school or otherwise.
- Ensuring our attendance policy is clear and easily understood by all staff, parents/carers, and students.
- Regularly monitoring and analysing attendance and absence data to identify students or cohorts that require more support.

The school's attendance officer is Neil Gage and can be contacted via reception@dovecoteschool.co.uk Staff, parents/carers and students will be expected to contact the attendance officer for queries or concerns about attendance.



1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Education Act 1996
- Equality Act 2010
- The Education (Student Registration) (England) Regulations 2006 (as amended)
- DfE (2024) 'Working together to improve school attendance'
- DfE (2024) 'Keeping children safe in education (KCSIE) 2024'
- DfE (2016) 'Children missing education'
- DfE (2023) 'Providing remote education'
- DfE (2024) 'Summary table of responsibilities for school attendance'

This policy operates in conjunction with the following school policies:

- Complaints Procedures Policy
- Children Missing Education Policy
- Child Protection and Safeguarding Policy
- Behaviour Policy
- SEND Policy
- Supporting Students with Medical Conditions Policy
- Social, Emotional and Mental Health (SEMH) Policy

2. Definitions

The following definitions apply for the purposes of this policy:

Absence:

- Arrival at school after the register has closed
- Not attending school for any reason

Authorised absence:

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

Unauthorised absence:

- Parents/carers keeping children off school unnecessarily or without reason
- Truancy before or during the school day
- Absences which have never been properly explained



- Arrival at school after the register has closed
- Absence due to shopping, looking after other children or birthdays
- Absence due to day trips and holidays in term-time which have not been agreed
- Leaving school for no reason during the day

Persistent absence (PA):

- Missing 20 percent or more of schooling across the year for any reason

3. Roles and responsibilities

The CEO has overall responsibility for:

- Monitoring the implementation of this policy and all relevant procedures across the school.
- Promoting the importance of good attendance through the school's ethos and policies.
- Arranging attendance training for all relevant staff that is appropriate to their role.
- Working with the SLG to set goals for attendance and providing support and challenge around delivery against those goals.
- Ensuring that this policy, as written, does not discriminate on any grounds including, but not limited to, ethnicity/national origin, culture, religion, gender, disability, or sexual orientation.
- Handling complaints regarding this policy as outlined in the school's Complaints Procedures Policy.
- Having regard to 'Keeping children safe in education' when making arrangements to safeguard and promote the welfare of children.
- Ensuring there is a Children Missing Education Policy in place and that this is regularly reviewed and updated.

The headteacher is responsible for:

- The day-to-day implementation and management of this policy and all relevant procedures across the school.
- Ensuring all parents/carers are aware of the school's attendance expectations and procedures.
- Ensuring that every student has access to full-time education and will act as early as possible to address patterns of absence.
- The overall strategic approach to attendance in school.
- Developing a sharp vision for improving attendance.

Staff are responsible for:

- Following this policy and ensuring students do so too.
- Ensuring this policy is implemented fairly and consistently.
- Modelling good attendance behaviour.
- Using their professional judgement and knowledge of individual students to inform decisions as to whether any welfare concerns should be escalated.



- Where designated, taking the attendance register at the relevant times during the school day.

The attendance officer is responsible for:

- Monitoring attendance and the impact of interventions.
- Analysing attendance data and identifying areas of intervention and improvement.
- Communicating with students and parents/carers about attendance.
- Following up on incidents of persistent poor attendance.
- Informing the LA of any student being deleted from the admission and attendance registers.

Parents/Carers are responsible for:

- Providing accurate and up-to-date contact details.
- Providing the school with more than one emergency contact number.
- Updating the school if their details change.
- The attendance of their children at school and informing school of any reason for absence.
- Promoting good attendance with their children.

Students are responsible for:

- Attending their lessons and any agreed activities when at school.
- Arriving punctually to lessons when at school.

4. Attendance expectations

The school has high expectations for students' attendance and punctuality and ensures that these expectations are communicated regularly to parents/carers and students.

Students will be expected to:

- Attend school every day they are required to be at school, for the full day.
- Attend school punctually.
- Attend every timetabled lesson.

The school day starts at **9:00am**, and students will be in their classroom, ready to begin lessons at this time. Students will have a morning break at **11:05**, which will last until **11:15am**, and a lunch break between 12:30 – 1:30 depending on key stage, which will last 35 minutes – students will be expected to have returned from each break and be ready to recommence learning at the stated times.

Registers will be taken as follows throughout the school day:

- The morning register will be marked by **9:30am**. Students will receive a late mark if they are not in their classroom by this time. Students attending after this time will receive a mark to show that they were on site, but this will count as a late mark



- The morning register will close at **9:45am**. Students will receive a mark of absence if they do not attend school before this time
- The afternoon register will be marked by **1:30pm**. Students will receive a late mark if they are not in their classroom by this time
- The afternoon register will close at **1:40pm**. Students will receive a mark of absence if they are not present

Students will be encouraged to communicate any concerns related to attendance and absence as soon as possible to the relevant member of staff.

5. Absence procedures

Parents/carers will be required to contact the school office via telephone, leaving a message on the answerphone before **9:00am** on the first day of their child's absence – they will be expected to provide an explanation for the absence and an estimation of how long the absence will last, e.g. one school day.

Where a student is absent, and their parent has not contacted the school by **the close of the morning register** to report the absence, administrative staff will contact the parent via **telephone call** as soon as is practicable on the first day that the student does not attend school.

The school will always follow up any absences to:

- Ascertain the reason for the absence.
- Ensure the proper safeguarding action is being taken.
- Identify whether the absence is authorised or not.

The school will not request medical evidence in most circumstances where a student is absent due to illness; however, the school reserves the right to request supporting evidence where there is genuine and reasonable doubt about the authenticity of the illness.

In the case of PA, arrangements will be made for parents/carers to speak to the attendance officer. The school will inform the LA, on a **termly** basis, of the details of students who fail to attend regularly, or who have missed 10 school days or more without authorisation.

If a student's attendance drops below **80 percent**, the SLG team will arrange a formal meeting with the student and their parent.

Where a student has not attended for 5 consecutive days, the school will contact parents to arrange a welfare visit as support for the safeguarding process.

6. Attendance register

The school uses ENGAGE to keep attendance registers to ensure they are as accurate as possible and can be easily analysed and shared with the appropriate authorities.



Designated staff members will take the attendance register **at the start of each school day** and **at the start of the afternoon session**. This register will record whether students are:

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

The school will use the national attendance codes to ensure attendance and absence are monitored and recorded in a consistent way. The following codes will be used:

- / = Present in the morning
- \ = Present in the afternoon
- L = Late arrival before the register has closed
- C1 = Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad
- C2= leave of absence for a compulsory school aged student subject to a part timetable
- H = Authorised holiday
- E = suspended or excluded but no alternative provision made
- I = Illness
- M = Medical or dental appointments
- R = Religious observance
- S = Study leave
- T = Gypsy, Roma, and Traveller absence
- Q = Absent due to a lack of access arrangements or due to the student having to attend a school that does not qualify for travel arrangements and is more than walking distance from where they live.
- G = Unauthorised holiday
- N = Reason not yet provided
- O = Unauthorised absence
- U = Arrived after registration closed
- D = Dual registered at another educational establishment
- B = Off-site education activity
- J = At an interview with prospective employers, or another educational establishment
- P = Participating in a supervised sporting activity, with supervision being physically provided by an appropriately trained and knowledgeable person
- V = Educational visit or trip
- W = Work experience
- C = Exceptional circumstances
- Z = Student not on admission register
- # = Planned whole or partial school closure
- K=Attending Education Provision arranged by the local authority
- X= non-compulsory school age student not required to attend school
- Q= unable to attend the school due to lack of access arrangements.
- Y1= unable to access school due to transport normally provided not being available



- Y2= Unable to attend due to widespread disruption to travel.
- Y3= unable to attend due to part of the school premises being closed
- Y4 = unable to attend due to the whole school site being unexpectedly closed
- Y5= Unable to attend as student is in the criminal justice System
- Y6= Absent due to public health guidance or law, despite the student being well enough to attend
- Y7 = Absent due to any other unavoidable cause, the nature of which must be documented by the school.

When the school has planned to be fully or partially closed, the code ‘#’ will be used for the relevant students who are absent. This code will also be used to record year groups who are not due to attend because the school has set different term dates for different years, e.g. induction days.

The school will share its daily attendance data with the DfE directly from the management information system.

Where there is more than one afternoon session, and therefore the attendance register is taken more than once in the same afternoon, the school will use the codes from the last afternoon session as the basis for its statistical attendance data.

Every entry received into the attendance register will be preserved for six years.

7. Authorising parental/carers absence requests

Parents/carers will be required to request certain types of absence in advance. All requests for absence will be handled by the headteacher – the decision to grant or refuse the request will be at the sole discretion of the headteacher, taking the best interests of the student and the impact on the student’s education into account. The headteacher’s decision is not subject to appeal; however, the school will be sympathetic to requests for absence by parents/carers and will not deny any request without good reason.

Leave of absence

The school will only grant a student a leave of absence in exceptional circumstances. In order to have requests for a leave of absence considered, the school will expect parents/carers to contact the headteacher **in writing** at least **two weeks**, using the schools holiday request form (See Appendix A) prior to the proposed start date of the leave of absence, providing the reason for the proposed absence and the dates during which the absence would be expected to occur.

Any requests for leave during term time will be considered on an individual basis and the student’s previous attendance record will be considered. Where the absence is granted, the



headteacher will determine the length of time that the student can be away from school. The school is not likely to grant leaves of absence for the purposes of family holidays.

Requests for leave will not be granted in the following circumstances:

- During Year 7 when a student is settling into the school, unless certain exceptional circumstances apply, e.g. the death of a family member
- Immediately before and during assessment periods
- When a student's attendance record shows any unauthorised absence
- Where a student's authorised absence record is already above **10 percent** for any reason

If term-time leave is not granted, taking a student out of school will be recorded as an unauthorised absence and may result in sanctions, such as a penalty notice. The school cannot grant leaves of absence retrospectively; therefore, any absences that were not approved by the school in advance will be marked as unauthorised.

Illness and healthcare appointments

Parents/carers will be expected to make medical or dental appointments outside of school hours wherever possible. Where this is not possible, parents/carers will be expected to obtain approval for their child's absence to attend such appointments as far in advance as is practicable. Parents/carers will be responsible for ensuring their child misses only the amount of time necessary to attend the appointment.

Religious observance

Parents/carers will be expected to request absence for religious observance at least **two weeks** advance.

The school will only accept requests from parents/carers for absence on grounds of religious observance for days that are exclusively set apart for religious observance by the relevant religious body. The school will define this as a day where the student's parents/carers would be expected by an established religious body to stay away from their employment to mark the occasion.

The school may seek advice from the religious body in question where there is doubt over the request.

Gypsy, Roma, and Traveller absence

Where a student's parent/carer belongs to a community covered by this code and is travelling for occupational purposes, the parent/carer will be expected to request a leave of absence for their child at least **two weeks** in advance. Absences will not be granted for students from these communities under this code for reasons other than travel for occupational purposes.

8. SEND- and health-related absences



The school recognises that students with SEND and/or health conditions, including mental health issues, may face greater barriers to attendance than their peers, and will incorporate robust procedures to support students who find attending school difficult.

In line with the SEND Policy and Supporting Students with Medical Conditions Policy, the school will ensure that reasonable adjustments are made for disabled students to reduce barriers to attendance, in line with any EHC plans or IHPs that have been implemented. The school will secure additional support from external partners to help bolster attendance where appropriate.

Where the school has concerns that a student's non-attendance may be related to mental health issues, parents/carers will be contacted to discuss the issue and whether there are any contributory factors to their child's lack of attendance. Where staff have a mental health concern about a student that is also a safeguarding concern, they will inform the DSL, and the Child Protection and Safeguarding Policy will be followed. All students will be supported with their mental health in accordance with the school's Social, Emotional and Mental Health (SEMH) Policy.

If a student is unable to attend school for prolonged periods of time due to their health, the school will:

- Inform the LA, through the attendance officer or SEN worker, if a student is likely to be away from the school for more than 15 school days.
- Provide the LA with information about the student's needs, capabilities and programme of work.
- Help the student reintegrate at school when they return.
- Make sure the student is kept informed about school events and clubs.
- Encourage the student to stay in contact with other students during their absence.

The school will incorporate an inclusion plan to help any students with SEND and/or health issues cope with the stress and anxiety that attending school may cause them. Such plans will be regularly monitored and reviewed until the student is attending school as normal and there has been signs of significant improvement.

To support the attendance of students with SEND and/or health issues, the school will consider:

- Holding termly meetings to evaluate any implemented reasonable adjustments.
- Incorporating a pastoral support plan.
- Carrying out strengths and difficulties questionnaire.
- Identifying students' unmet needs through the Common Assessment Framework.
- Using an internal or external specialist.
- Enabling a student to have a reduced timetable.
- Ensuring a student can have somewhere quiet to spend lunch and breaktimes.
- Implementing a system whereby students can request to leave a classroom if they feel they need time out.
- Temporary late starts or early finishes.



- Phased returns to school where there has been a long absence.
- Tailored support to meet their individual needs.

9. Absence in exceptional circumstances

Exceptional circumstances will include when a student is unable to attend because:

- Transport provided by the school, LA or parent is not available and the student's home is not within walking distance.
- There has been widespread disruption to travel services which has prevented the student from attending.
- The student is in custody and will be detained for less than four months.

The use of the 'Y' code for exceptional circumstances will be collected in the school census for statistical purposes.

10. Truancy

Truancy will be considered as any absence of part, or all, of one or more days from school, during which the school has not been notified of the cause behind such absence.

All staff will be actively engaged in supporting the regular attendance of students and understand the importance of continuity in each student's learning.

Any student with permission to leave the school during the day must sign out at the **school office** and sign back in again on their return.

Immediate action will be taken when there are any concerns that a student might be truanting. If truancy is suspected, the headteacher is notified, and they will contact the parent to assess the reasons behind the student not attending school.

The following procedures will be taken in the event of a truancy:

- In the first instance, a letter of warning will be sent to the parents/carers of the student, informing them of the truancy and stating that any future occurrences could result in further action being taken.
- If any further truancy occurs, then the school will consider issuing a penalty notice.
- A penalty notice will be issued in line with the Penalty notices and legal intervention section of this policy where there is overt truancy, inappropriate parentally condoned absence, excessive holidays in term-time and persistent late arrival at school.

11. Missing children

Students will not be permitted to leave the school premises during the school day unless they have permission from the school. The following procedures will be taken in the event of a student going missing whilst at school:



- The member of staff who has noticed the missing student will inform the headteacher immediately.
- The office staff will also be informed as they will act as a point of contact for receiving information regarding the search.
- A member of staff will stay with the rest of the class, and all other available members of staff will conduct a thorough search of the school premises as directed by the headteacher.
- The following areas will be systematically searched:
 - All classrooms
 - All toilets
 - Changing rooms
 - The library
 - Any outbuildings
 - The school grounds.
- Available staff will begin a search of the area immediately outside of the school premises and will take a mobile phone with them so they can be contacted.
- If the student has not been found after **15 minutes**, then the parents/carers of the student will be notified.
- The school will attempt to contact parents/carers using the emergency contact numbers provided.
- If the parents/carers have had no contact from the student, and the emergency contacts list has been exhausted, the police will be contacted.
- The missing student's form tutor will fill in an incident form, describing all circumstances leading up to the student going missing.
- When the student has been located, members of staff will care for and talk to the student to ensure they are safe and well.
- Parents/carers and any other agencies will be informed immediately when the student has been located.

The headteacher will take the appropriate action to ensure that students understand they must not leave the premises, and sanctions will be issued if deemed necessary. Appropriate disciplinary procedures will be followed in accordance with the Behaviour Policy.

The headteacher will carry out a full investigation and will draw a conclusion as to how the incident occurred. A written report will be produced, and policies and procedures will be reviewed in accordance with the outcome where necessary.

12. Attendance intervention

To ensure the school has effective procedures for managing absence, the attendance officer, supported by the SLG, will:

- Establish a range of specific, evidence-based interventions to address barriers to attendance. *See Appendix A*
- Monitor the implementation and quality of escalation procedures and seek robust evidence of the escalation procedures that work.



- Attend or lead attendance reviews in line with escalation procedures.
- Establish robust escalation procedures which will be initiated before absence becomes a problem by:
 - Sending letters to parents/carers.
 - Having a **weekly** attendance review.
 - Engaging with LA attendance teams.
 - Using fixed penalty notices.

The school will use attendance data, in line with the '[Monitoring and analysing absence](#)' section of this policy, to develop specific strategies to improve attendance where patterns of absence are emerging. These strategies will be developed on a case-by-case basis and will consider the needs of the students whom the intervention is designed to target.

13. Working with parents/carers to improve attendance

The school will work to cultivate strong, respectful relationships with parents/carers and families and work to build trust and engagement. Open and honest communication will be maintained with students and their families about the expectations of school life, attendance, and performance so that they understand what to expect and what is expected of them. The school will liaise with other agencies working with students and their families to support attendance, e.g. social services.

The school will ensure that there are **two** sets of emergency contact details for each student wherever possible to ensure the school has additional options for contacting adults responsible for a student where the student is absent without notification or authorisation.

The school will ensure that parents/carers are aware of their legal duty to ensure that their child attends school regularly and to facilitate their child's legal right to a full-time education – parents/carers will be made aware that this means their child must attend school every day that it is open, save for in certain circumstances, e.g. sickness or absences that have been authorised by the headteacher in advance. The school will regularly inform parents/carers about their child's levels of attendance, absence, and punctuality, and will ensure that parents/carers are aware of the benefits that regular attendance at school can have for their child educationally, socially, and developmentally.

If a pattern of absence becomes problematic, the attendance officer will work collaboratively with the student and their parents/carers to improve attendance by addressing the specific barriers that prevent the student from being able to attend school regularly. The school will always take into consideration the sensitivity of some of the reasons for student absence and will approach families to offer support rather than immediately reach for punitive approaches.

Where these barriers are related to the student's experience in school, e.g. bullying, the attendance officer will work with the headteacher and any relevant school staff, e.g. the DSL and SENCO, to address this. Where the barriers are outside of the school's control, e.g. they are related to issues within the student's family, the attendance officer will liaise with any



relevant external agencies or authorities, e.g. children's social care or the LA, and will encourage parents/carers to access support that they may need.

14. Persistent Absence (PA)

There are various groups of students who may be vulnerable to high absence and PA, such as:

- Children in need
- LAC
- Young carers
- Students who are eligible for FSM
- Students with EAL
- Students with Mental Health and Anxiety.
- Students who have faced bullying and/or discrimination

The school will ensure it provides support to students at risk of PA, in conjunction with all relevant external authorities where necessary.

The school will use several methods to help support students at risk of PA to attend school. These include:

- Offering catch-up support to build confidence and bridge gaps in learning.
- Meeting with the student and their parent/carer to discuss patterns of absence, barriers to attendance, and any other problems they may be having.
- Establishing plans to remove barriers and provide additional support.
- Leading **weekly** check-ins to review progress and assess the impact of support.
- Making regular contact with the student's parent/carer to discuss progress.
- Assessing whether an EHC plan or IHP may be appropriate.
- Considering what support for re-engagement might be needed, including with regard to additional vulnerability.

The school will focus particularly on students who have rates of absence over 50 percent and will work with the LA and other partners to engage all relevant services needed to identify and address the wider barriers to attendance these students are facing.

Where a student at risk of PA is also at increased risk of harm, the school will work in conjunction with all relevant authorities, e.g. social services, to support the student in line with the school's duty of care. The school will also bear in mind that the continuation of severe PA following intervention may constitute neglect and will escalate any concerns in this regard in line with the Child Protection and Safeguarding Policy.

15. Legal intervention: Penalty notices and legal intervention

Please note with the nature of the students at Dovecote school, the following will be working alongside you as parents and the LA. The very essence of students means we



must work alongside the parents and carers. The information below is something to be aware of for legal reasons it is in the policy. At Dovecote school our priority is safeguarding.

The school will allow sufficient time for attendance interventions and engagement strategies to improve students' attendance; however, where engagement strategies to improve attendance have not had the desired effect after **one term**, the attendance officer will consider:

- Holding a formal meeting with parents and the school's point of contact in the School Attendance Support Team.
- Working with the LA to put a parenting contract or an education supervision order in place.
- Engaging children's social care where there are safeguarding concerns.

Where the above measures are not effective, the headteacher will issue a notice to improve as a final opportunity for parents to engage in support and improve attendance before a penalty notice is considered.

Where a student reaches the national threshold of 10 sessions of unauthorised absence in a rolling period of 10 school weeks, the school will consider whether a penalty notice is appropriate. Each case will be considered individually to determine whether a penalty notice or another tool or legal intervention should be used to improve attendance.

A fixed penalty notice will be issued in line with the LA's code of conduct and the DfE's ['Working together to improve school attendance'](#) guidance.

Penalty notices for unauthorised absences will be charged at £160, reduced to £80 if paid within 21 days.

A penalty notice of £120 may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification during the first five days of a fixed period or permanent exclusion. This will be reduced to £60 if paid within 21 days.

Parents will only get up to two fines for the same child in a three-year period. Once this limit has been reached, other action such as a parenting order or prosecution will be considered.

Where attendance still does not improve following a fixed penalty notice, the school will work with the LA to take forward attendance prosecution as a last resort.

Parents who are prosecuted and attend court because their child has not been attending school may be fined up to £2,500.

Education Supervision Orders (ESOs)

Where interventions have not been successful, an ESO can be an alternative to provide formal legal intervention without criminal prosecution. ESOs are made through the Family or High Court and give the LA a formal role in supporting the student and parents to improve their attendance. LAs will issue parents with a notice of the intention to consider an ESO, set up a meeting to discuss with the parent and student, and decide whether the case will be taken forward.



Once an SEO is secured, a supervisor from the local authority will decide any actions or requirements. These may include:

- Requiring the parents to attend support meetings.
- Requiring the parents to attend a parenting programme.
- Requiring the parents to access support services.
- Requiring an assessment by an educational psychologist.
- Review meetings involving all parties to be held every 3 months.

16. Monitoring and analysing absence

The attendance officer will monitor and analyse attendance data **weekly** to ensure that intervention and support is delivered quickly to address habitual absence at the first signs.

The school will collect data regarding punctuality, truancy, and authorised and unauthorised absence, for:

- The school cohort.
- Individual year groups.
- Year groups preparing for exams.
- Individual students.
- Demographic groups, e.g. students from different ethnic groups or economic backgrounds.
- Other groups of students, e.g. students with SEND, LAC, and students eligible for FSM.
- Students at risk of PA.

The attendance officer with the Head teacher will conduct thorough analysis of the above data on a **half-termly, termly, and full-year** basis to identify patterns and trends. This will include identifying, for each group:

- Patterns in uses of certain codes.
- Days of poor attendance.
- Subjects which have low lesson attendance.
- Historic trends of attendance and absence.
- Barriers to attendance.

The CEO will regularly review attendance data, including examinations of recent and historic trends, and will support the SLG in setting goals and prioritising areas of focus for attendance support based on this data.

The school will also benchmark its attendance data against local-, regional- and national-level data to identify areas of success and areas for improvement and will share practice which has been shown to be effective with other schools.

17. Training of staff



The school will recognise that early intervention can prevent poor attendance. As such, staff will receive training in identifying potentially at-risk students as part of their induction and refresher training.

The Designated Safeguarding Lead will ensure that teachers and support staff receive training in line with this policy as part of their induction. Following this initial training, staff will be offered regular and ongoing training as part of their CPD opportunities.

Training will cover at least the following:

- The importance of good attendance
- That absence is invariably a result of wider circumstances
- The legal requirements on schools, e.g. the keeping of registers
- The school's strategies and procedures for monitoring and improving attendance
- The school's procedures for multi-agency working to provide intensive support for students who need it

Staff will receive training to ensure they understand that increased absence from school could indicate a safeguarding concern and know how such concerns should be managed.

18. Deletions of names from the admission register

The school will ensure that it only deletes names from the admission register for a reason set out in regulation 9 of the School Attendance Regulations. A student's name will never be removed for any other reason and the school is aware that doing so could constitute off-rolling.

The school will make returns to the LA when students' names are deleted from the admission register. This will be except for students whose name has been deleted from the register at or after the end of the last term of the school year when they are in the most senior year group, unless the LA has requested this information.

When the school is notifying the LA that a student's name is being deleted from the admission register, the following information about the student will be provided:

- Full name
- Address
- The full name and address of any parent the student normally lives with
- At least one telephone number by which any parent the student normally lives with can be contacted in an emergency
- If applicable, the student's future address, the full name and address of the parent who the student is going to live with and the date the student will start living there
- If applicable, the name of the student's other school and when the student began or will begin to attend the school



- The reason under which the student's name has been deleted from the admission register

Names will never be retrospectively deleted from the admission or attendance register – these registers will remain an accurate record of who is a registered student and their attendance at any given time. Students' attendance will be recorded up until the date that their name is deleted from the admission register.

19. Monitoring and review

Attendance and punctuality will be monitored throughout the year. The school's attendance target is **94% percent**

This policy will be reviewed every **two years** by the headteacher. The next scheduled review date for this policy is **20th August 2026**

Any changes made to this policy will be communicated to all relevant stakeholders.

Written by Neil Gage August 2024





Appendix A



Dovecote School

LEAVE OF ABSENCE REQUEST FORM

This form must be returned to the Headteacher at least **Two** weeks before the start of the leave requested

With effect from 1st September 2013, parents will no longer be able to apply for leave of absence for their children for the purpose of a family holiday during term time. The new regulations state that leave of absence during term time may only be granted by the Headteacher if there are **exceptional circumstances**. (Please refer to the school attendance policy available on our school website or from the school office).

Where exceptional circumstances are to be considered evidence from an employer will **need** to be provided. **Please note you must give 2 weeks' notice of any request for leave.**

NB If the school refuses your request and the child is still taken out of school, this will be recorded as an unauthorised absence and noted on your child's attendance record. This may result in a Fixed Term Penalty Notice. Penalty notice fees are: £60/£120 per parent per child.

I wish to apply for the pupil/s listed below to be authorised as being absent from school from to(inclusive) for the purpose of at (specify location)

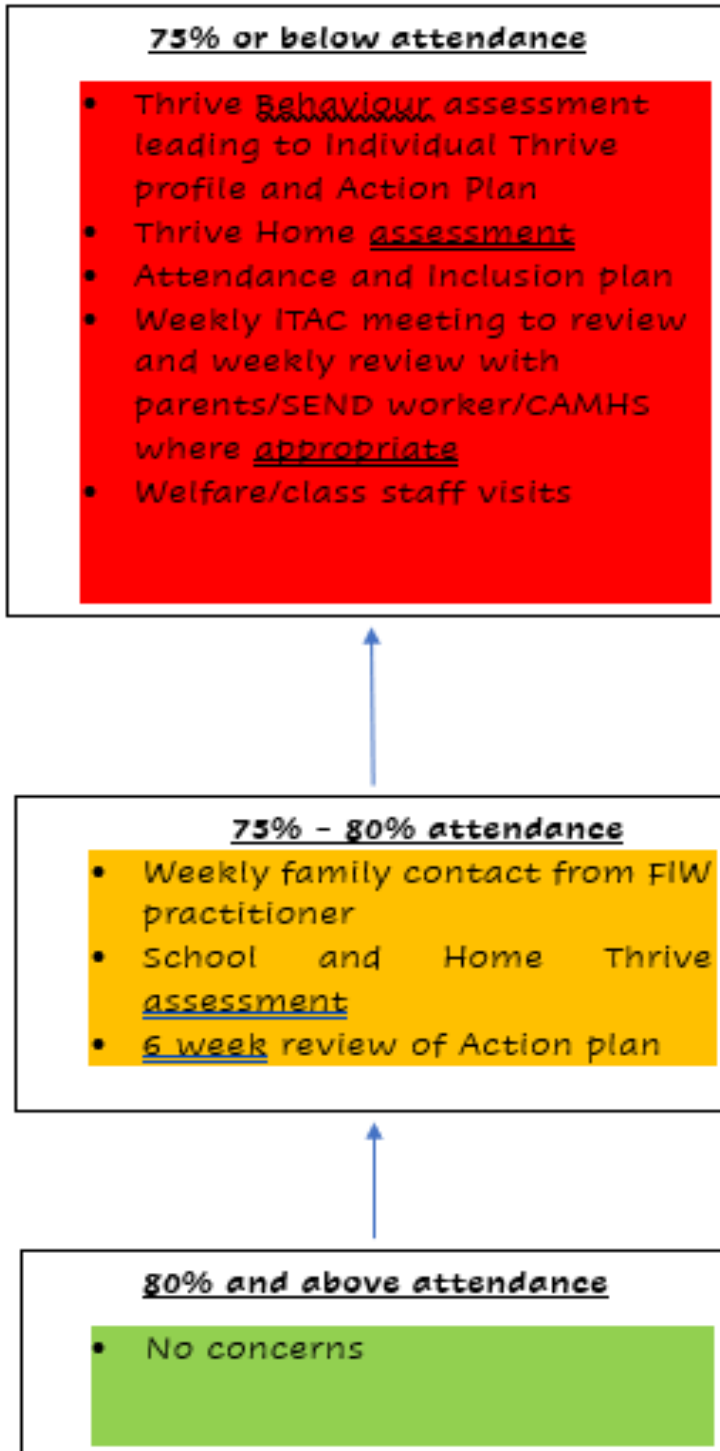
Name of Pupil(s)	Reg Group

The exceptional circumstances to be considered are:

Signature.....Date.....
Parent/Carer



Appendix B





Appendix B

