

Bishop Perrin Church of England Primary School



Attendance Policy

Non-Statutory Policy

Our school is a Church of England School and works in partnership with our two local parish churches, St Augustine's and Ss Philip & James'. We aim to reflect the values, traditions and beliefs of the Christian Faith and therefore our Spiritual Values underpin everything that we do.

Author	SLT
Date Ratified	February 2026
Ratification Level	Full Governing Board
Frequency of Renewal	3 Years
Policy Renewal Date	February 2029

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1. Aims

This policy aims to show our commitment to meeting our obligations with regards to school attendance, including those laid out in the statutory guidance on [Working together to improve school attendance](#) from the Department for Education (DfE). We aim to achieve this through our whole-school culture and ethos that values good attendance, which includes:

- Setting high expectations for the attendance and punctuality of all pupils
- Promoting good attendance and the benefits of good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to make sure pupils have the support in place to attend school

We will also promote and support punctuality in attending lessons.

2. Legislation and guidance

This policy is based on the DfE's statutory guidance on [Working together to improve school attendance](#) and [School attendance parental responsibility measures](#). The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern school attendance:

Part 6 of the [Education Act 1996](#)

Maintained schools: Part 3 of the [Education Act 2002](#)

Part 7 of the [Education and Inspections Act 2006](#)

[The School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)

[The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

The [Equality Act 2010](#)

It also refers to:

[School census guidance](#)

[Keeping Children Safe in Education](#)

[Mental health issues affecting a pupil's attendance: guidance for schools](#)

[Ofsted's 2025 framework toolkit](#)

This policy also sits alongside Achieving for Children's '[Children Missing Education Policy and Procedure](#)' (January 2023)

3. Roles and responsibilities

3.1 The governing board

The governing board is responsible for:

- Setting high expectations of all school leaders, staff, pupils and parents/carers
- Making sure school leaders fulfil expectations, statutory duties and comply with the law on school attendance, including:
- Making sure the school records attendance accurately in the register, and shares the required information with the DfE and local authority
- Making sure the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific pupils, where appropriate
- Recognising and promoting the importance of school attendance across the school's policies and ethos
- Making sure the school's attendance management processes are delivered effectively, and that consistent support is provided for pupils who need it most by prioritising staff and resources
- Making sure the school has high aspirations for all pupils, but adapts processes and support to pupils' individual needs
- Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual pupils or cohorts who need it most
- Working with school leaders to set goals or areas of focus for attendance and providing support and challenge
- Monitoring attendance figures for the whole school and repeatedly evaluating the effectiveness of the school's processes and improvement efforts to make sure they are meeting pupils' needs
- Where the school is struggling with attendance, working with school leaders to develop a comprehensive action plan to improve attendance
- Making sure all staff receive adequate training on attendance as part of the regular continued professional development offer, so that staff understand:
 - The importance of good attendance
 - That absence is almost always a symptom of wider issues
 - The school's legal requirements for keeping registers
 - The school's strategies and procedures for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific pupils, where appropriate
 - Making sure dedicated training is provided to staff with a specific attendance function in their role, including in interpreting and analysing attendance data
- Holding the headteacher to account for the implementation of this policy

Our link governor for attendance is Mrs. Kerry Doggett.

3.2 The headteacher

The headteacher is responsible for:

- The implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors

- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing penalty notices, where necessary, and/or authorising the deputy headteacher to be able to do so
- Working with the parents/carers of pupils with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for pupils with SEND, including where school transport is regularly being missed, and where pupils with SEND face in-school barriers
- Communicating with the local authority when a pupil with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the pupil's needs
- Communicating the school's high expectations for attendance and punctuality regularly to pupils and parents/carers through all available channels
- Sharing information from the school register with the local authority, including:
- Notifying the local authority when a pupil's name is added to or deleted from the school admission register outside of standard transition times
- Providing the local authority with the details of pupils who fail to attend school regularly, or who have been marked with an unauthorised absence for a continuous period of 10 school days
- Providing the local authority with the details of pupils who the school believes will miss 15 days consecutively or cumulatively because of sickness

3.3 The designated senior leader responsible for attendance

The designated senior leader is responsible for:

- Leading, championing and improving attendance across the school
- Setting a clear vision for improving and maintaining good attendance
- Evaluating and monitoring expectations and processes
- Having a strong grasp of absence data and oversight of absence data analysis
- Regularly monitoring and evaluating progress in attendance
- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff
- Liaising with pupils, parents/carers and external agencies, where needed
- Building close and productive relationships with parents/carers to discuss and tackle attendance issues
- Creating intervention or reintegration plans in partnership with pupils and their parents/carers
- Delivering targeted intervention and support to pupils and families

The designated senior leader responsible for attendance is the headteacher and can be contacted on 020 8894 1447.

3.4 The attendance officer

The school attendance officer is responsible for:

- Monitoring and analysing attendance data (see section 9)
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance, and the headteacher
- Working with education welfare officers to tackle persistent absence
- Advising the headteacher / deputy headteacher (authorised by the headteacher) when to issue fixed-penalty notices

The attendance officer is the Finance and Administration Officer and can be contacted via on 020 8894 1447.

3.5 Class Teachers

Class teachers are responsible for recording attendance for both morning and afternoon sessions on a daily basis, using the correct codes (see Appendix 1), and submitting this information to the school office via the school Arbor system by 8:50am for the morning session, and 1:30pm for the afternoon session.

3.6 School admin staff

School admin staff will:

- Take calls from parents/carers about absence on a day-to-day basis and record it on the school system, using and the correct coding (see Appendix 1)
- Support class teachers by entering correct codes for absence when communication is received from parents / carers
- Transfer calls from parents/carers to the headteacher where appropriate, in order to provide them with more detailed support on attendance

3.7 Parents

Where this policy refers to a parent, it refers to the adult the school and/or local authority decides is most appropriate to work with, including:

- All natural parents, whether they are married or not
- All those who have parental responsibility for a child or young person
- Those who have day-to-day responsibility for the child (i.e. lives with and looks after them)
- Parents are expected to:
- Make sure their child attends every day on time
- Call / email the school to report their child's absence before 9am on the day of the absence (and each subsequent day of absence as necessary), and advise when they are expected to return
- Provide the school with more than one emergency contact number for their child. If the child is in the Early Years Foundation Stage, provide more than 2 emergency contact numbers, where possible.
- Ensure that, where possible, appointments for their child are made outside of the school day
- Keep to any attendance contracts that they make with the school and/or local authority
- Seek support, where necessary, for maintaining good attendance, by contacting the Inclusion Leader who can be contacted on 020 8894 1447.

3.8 Pupils

Pupils are expected to:

- Attend school every day, on time

4. Recording attendance

4.1 Attendance register

We will keep an electronic attendance register, and place all pupils on this register.

We will take our attendance register at the start of each morning session of each school day and once during each afternoon session. It will mark, using the appropriate national attendance and absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024, whether every pupil is:

- Present
- Attending a place other than school
- Absent

- Absent – unable to attend due to unavoidable causes
- Any amendment 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

See Appendix 1 for the DfE attendance codes.

We will also record:

- Whether the absence is authorised or not
- The nature of the activity, where a pupil is attending an approved educational activity
- The nature of circumstances, where a pupil is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 6 years after the date on which the entry was made.

The school day starts at 8:40am and ends at 3:15pm.

Pupils must arrive in school by 8:40am on each school day. The gates will open at 8:30am to allow for a 'soft start' to the morning.

The register for the first session will be taken at 08:40 and will be kept open until 09:00. The register for the second session will be taken at 13:05 for Reception class and 13:15 for all other classes, and will be kept open until 13:25 or 13:35 respectively. Where a pupil has arrived late after the register has closed but before the end of the session, this will be marked as an unauthorised absence.

4.2 Unplanned absence

The pupil's parent must notify the school of the reason for the absence on the first day of an unplanned absence by 08:30am or as soon as practically possible, by calling the school admin staff, who can be contacted on 020 8894 1447, or by email at info@bishopperrin.richmond.sch.uk

For absences through illness, parents are asked to contact the school via phone or email on the first day to advise why their child is absent explaining the absence.

For planned absences, such as attending an interview at a secondary school, parents are asked to inform the school in writing (see appendix 3 – Parental Request for term-time leave) in advance of the absence. It is at the discretion of the headteacher whether longer absences for reasons other than illness would be authorised.

The school does not authorise any holidays taken during term time and regulations do not allow schools to give retrospective approval for this type of absence.

Where the school is not able to correctly code an absence for a pupil due to lack of information, the school will try to communicate with parents (and where appropriate foster carers and/or social workers) to understand why and when the pupil will return. Where absence is recorded as unexplained in the attendance register, the correct code should be input as soon as the reason is ascertained, but no later than 5 working days after the session.

Codes for absences are recorded on Arbor using the appropriate guidelines. All absences are coded, otherwise they count as an unauthorised absence. We will mark absence due to physical or mental illness as authorised, unless the school has a genuine concern about the authenticity of the illness.

Where there are doubts about the authenticity of the illness, the school will ask for medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

4.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent notifies the school in advance of the appointment.

However, we encourage parents to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

The pupil's parent must also apply for other types of term-time absence as far in advance as possible of the requested absence by emailing the school, detailing the reasons for the absence.

See section 5 to find out which term-time absences the school can authorise.

4.4 Lateness and punctuality

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code

The school monitors late attendance and will follow this up with the parents. Persistent lateness may be referred to the Educational Welfare Officer.

4.5 Following up unexplained absence

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will follow the procedure set out in appendix 2 to locate the child. Once this has been established, the school will:

- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session(s) for which the pupil was absent
- Call the parent on each day that the absence continues without explanation, to make sure proper safeguarding action is taken where necessary
- Where relevant, report the unexplained absence to the pupil's social worker and/or youth offending team officer
- Where appropriate, offer support to the pupil and/or their parents to improve attendance
- Identify whether the pupil needs support from wider partners, as quickly as possible, and make the necessary referrals
- Where support is not appropriate, not successful, or not engaged with: issue a notice to improve; penalty notice or other legal intervention (see section 7 below), as appropriate

4.6 Reporting to parents

The school will regularly inform parents (see the definition of 'parent', as used in this policy, in section 3.7 above) about their child's attendance and absence levels, by making their attendance data accessible via their Arbor account.

5. Authorised absence

5.1 Approval for term-time absence

The headteacher will only grant a **leave of absence** to a pupil during term time if the request meets the specific circumstances set out in the [2024 school attendance regulations](#). These circumstances are:

- Taking part in a regulated performance, or regulated employment abroad
- Attending an interview for employment or for admission to another educational institution

- Study leave
- A temporary, time-limited part-time timetable

Exceptional circumstances

A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for.

We define 'exceptional circumstances' as rare and unexpected circumstances which are unlikely to reoccur. Examples include:

- Medical emergencies
- Family emergencies (e.g. death of a relative)

Leave of absence will not be granted for a pupil to take part in protest activity during school hours.

As a leave of absence will only be granted in exceptional circumstances, it is unlikely a leave of absence will be granted for the purposes of a family holiday.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant background context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least four weeks before the absence, and in accordance with any leave of absence request form (appendix 3). The headteacher may require evidence to support any request for leave of absence.

5.2 Other reasons for authorised absence

Other valid reasons for **authorised absence** include (but are not limited to):

- Illness (including mental-health illness) and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parent(s) belong(s). If necessary, the school will seek advice from the parent's religious body to confirm whether the day is set apart for religious observance
- Parent(s) travelling for occupational purposes – a pupil is a mobile child if their parent is travelling in the course of their trade or business and the pupil is travelling with them. In these circumstances a pupil will be considered as a mobile child, provided they are of compulsory school age and have no fixed abode and whose parent is in a trade or business that requires them to travel from place to place
- If the pupil is currently suspended or excluded from school (and no alternative provision has been made)

5.3 Absences from the school site (which are not classified as absences)

The headteacher will allow pupils to be absent from the school site for certain educational activities, or to attend other schools or settings. These are not classified as absences. Reasons include (but are not limited to):

- Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school
- Attending another school at which the pupil is also registered (dual registration)
- Attending provision arranged by the local authority
- Attending work experience
- If there is any other unavoidable cause for the pupil not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the school premises are closed

6. Strategies for promoting attendance

We want our pupils to succeed and develop their skills. To do this, pupils need to avoid missing lessons and days of school as much as possible. As a school, we want to reward high attendance.

We do this by:

- Celebrating good attendance by awarding children with excellent attendance with certificates at the end of each term and at the end of the academic year. We consider excellent attendance to be 98% or above, with no unauthorised absences.
- Acknowledging the most punctual classes each week and announce this in our Celebration Worship on a Friday.
- Publishing the attendance data for each class in the school's weekly newsletter and school's attendance display.

7. Supporting pupils with poor attendance

Our school will make use of the full range of support and potential sanctions – including, but not limited to, those listed below – to tackle poor attendance. Decisions will be made on an individual, case-by-case basis.

7.1 Education supervision order

In cases where voluntary early help plans have been unsuccessful, we may work with the local authority to issue an education supervision order. If an education supervision order is considered, the local authority will inform the parent(s) in writing and will set up a meeting.

An education supervision order is a formal intervention but **not** criminal prosecution.

An education supervision order initially lasts for 1 year, but it can be extended within the last 3 months for a period of up to 3 years at a time.

In cases where parents persistently fail to meet the directions given under the education supervision order, they may be liable to a fine of up to £1,000 upon conviction.

7.3 Notice to improve

If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, the school may offer a notice to improve to give parents a final chance to engage with support.

A notice to improve will be issued in line with processes set out in the local code of conduct for the local authority area in which the pupil attends school.

It will include:

- Details of the pupil's attendance record and of the offences
- The benefits of regular attendance and the duty of parents under [section 7 of the Education Act 1996](#)
- Details of the support provided so far
- Opportunities for further support or to access previously provided support that was not engaged with
- A clear warning that a penalty notice may be issued, or prosecution considered, if attendance doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis
- A clear timeframe of between 3 and 6 weeks for the improvement period

The grounds on which a penalty notice may be issued before the end of the improvement period.

7.4 Penalty notices

The headteacher (or a deputy or assistant headteacher, authorised by the headteacher), local authority or the police can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a penalty notice.

If the school issues a penalty notice, we will check with the local authority before doing so, and send the local authority a copy of any penalty notice issued.

Before issuing a penalty notice, the school will consider the individual case, including:

- Whether the national threshold for considering a penalty notice has been met (10 sessions of unauthorised absence in a rolling period of 10 school weeks)
- Whether a penalty notice is the best available tool to improve attendance for that pupil
- Whether further support, a notice to improve or another legal intervention would be a more appropriate solution
- Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate

Each parent who is liable for the pupil's offence(s) can be issued with a penalty notice, but this will usually only be the parent/parents who allowed the absence.

The payment must be made directly to the local authority, regardless of who issues the notice. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

If issued with a **first** penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days.

If a **second** penalty notice is issued to the same parent in respect of the same pupil, the parent must pay £160 if paid within 28 days.

A **third** penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead.

A penalty notice may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the school has notified the parents that the pupil must not be present in a public place on that day). These penalty notices are not included in the National Framework, not subject to the same considerations about support being provided, and do not count towards the limit as part of the escalation process.

In these cases, the parent must pay £60 within 21 days, or £120.

8. Supporting pupils who are absent or returning to school

8.1 Pupils absent due to complex barriers to attendance

If the school becomes aware of barriers that relate to the pupil's needs, we will inform the local authority.

Some pupils face greater barriers to attendance than their peers. These can include pupils who suffer from long term medical conditions, have SEND, are disadvantaged, being known (or previously known) to children's social care; having other barriers to attendance (e.g. young carers). Their right to an education is the same as any other pupil and therefore the attendance ambition for these pupils should be the same as they are for any other pupil.

That said, in working with their parents to improve attendance, schools should be mindful of the barriers these pupils face and put additional support in place where necessary to help them access their full-time education.

This could include:

- Having sensitive conversations and developing good support for pupils with physical or mental health conditions. For example, making reasonable adjustments where a pupil has a disability or putting in place an individual healthcare plan where needed. Considering whether additional support from external partners (including the local authority or health services) would be appropriate, making referrals in a timely manner and working together with those services to deliver any subsequent support.
- Working with parents to develop specific support approaches for attendance for pupils with special educational needs and disabilities, including where applicable ensuring the provision outlined in the pupil's EHCP is accessed.
- Establish strategies for removing the in-school barriers these pupils face, including considering support or reasonable adjustments for uniform, routines, access to support in school and lunchtime arrangements.

Pupils with long term illnesses or other health needs may need additional support to continue their education, such as alternative provision provided by the Local Authority. Local Authorities are responsible for arranging suitable education for children of compulsory school age who, because of health reasons, would otherwise not receive suitable education.

The school is sensitive and avoids stigmatising pupils and parents and will talk to pupils and parents and understand how they feel and what they think would help improve their attendance to develop individual approaches that meet an individual pupil's specific needs.

Part of Ofsted's criteria for good attendance and behaviour says that any reasonable adjustments and/or interventions should be timely and appropriate, well-chosen and targeted.

Where a pupil has an education health and care (EHC) plan and their attendance falls, the school will inform the local authority.

Part-time timetables

All pupils of compulsory school age are entitled to a full-time education. In very exceptional circumstances, where it is in a pupil's best interests, there may be a need for a temporary part-time timetable to meet their individual needs. For example, where a medical condition prevents a pupil from attending full-time education and a part-time timetable is considered as part of a re-integration package. A part-time timetable should not be used to manage a pupil's behaviour.

A part-time timetable must only be in place for the shortest time necessary and not be treated as a long-term solution. Any pastoral support programme or other agreement should have a time limit by which point the pupil is expected to attend full-time, either at school or alternative provision. There should also be formal arrangements in place for regularly reviewing it with the pupil and their parents. In agreeing to a part-time timetable, a school will agree to a pupil being absent from school for part of the week or day and will therefore treat absences as authorised.

8.4 Pupils returning to school after a lengthy or unavoidable period of absence

To support children in returning to school after a lengthy or unavoidable period of absence, the school may consider a phased return, or a temporary reduced timetable to aid a successful transition back to full-time education.

8.5 Prolonged absence for children in the EYFS

In cases of prolonged absence, or when a child is absent without notification, we will attempt to contact the child's parents and alternative emergency contacts as set out in appendix 2.

When deciding whether a child's absence should be considered prolonged, we will consider the:

- Patterns and trends in the child's absences and their personal circumstances
- Vulnerability of the child and their parents, as well as the circumstances of their home life

We will also implement our safeguarding procedures (see appendix 2 and our Child Protection / Safeguarding Policy) and refer any concerns to local children's social care and/or request a police welfare check.

9. Attendance monitoring

9.1 Monitoring attendance

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

Specific pupil information will be shared with the DfE on request.

The DfE has access to the school's management information system so the attendance data can be accessed regularly and securely.

Data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics.

The school will benchmark its attendance data at whole school, year group and cohort level against local, regional, and national levels to identify areas of focus for improvement, and share this with the governing board.

9.2 Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils, groups or cohorts that need additional support with their attendance, and
- Identify pupils whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence
- Conduct thorough analysis of half-termly, termly, and full-year data to identify patterns and trends
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

9.3 Using data to improve attendance

The school will:

- Develop targeted actions to address patterns of absence (of all severities) of individual pupils, groups or cohorts that it has identified via data analysis
- Provide targeted support to the pupils we have identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence, and their families (see section 9.4 below)
- Provide access to attendance reports for class teachers to facilitate discussions with pupils and families, and to the governing board and school leaders (including Inclusion Leader, DSL and pupil premium leader)
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies
- Share information and work collaboratively with other schools in the area, local authorities and other partners where a pupil's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific pupils, where appropriate

9.4 Reducing persistent and severe absence

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

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education

- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:
 - Discuss attendance and engagement at school
 - Listen, and understand barriers to attendance
 - Explain the help that is available
 - Explain the potential consequences of, and sanctions for, persistent and severe absence
 - Review any existing actions or interventions
- Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant
- Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these pupils. In doing so, the school will sensitively consider some of the reasons for absence
- Implement sanctions, where necessary (see section 7, above)

10. Monitoring arrangements

This policy will be reviewed as guidance from the local authority and/or DfE is updated, and as a minimum every three years by senior leadership team. At every review, the policy will be approved by the full governing board.

11. Links with other policies

This policy links to the following policies:

Child protection and safeguarding policy

Behaviour policy

Supporting pupils with medical conditions

Positive Mental Health and Wellbeing

EYFS policy

Appendix 1: attendance codes

The following codes are taken from the DfE's [guidance on school attendance](#).

Code	Definition	Scenario
I	✓ Present (am)	✓ Pupil is present at morning registration
\	✓ Present (pm)	✓ Pupil is present at afternoon registration
L	✓ Late arrival	✓ Pupil arrives late before register has closed
Attending a place other than the school		
K	✓ Attending education provision arranged by the local authority	✓ Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	✓ Attending an educational visit or trip	✓ Pupil is on an educational visit/trip organised or approved by the school
P	✓ Participating in a sporting activity	✓ Pupil is participating in a supervised sporting activity approved by the school
W	✓ Attending work experience	✓ Pupil is on an approved work experience placement
B	✓ Attending any other approved educational activity	✓ Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	✓ Dual registered	✓ Pupil is attending a session at another setting where they are also registered
Absent – leave of absence		
C1	✓ Participating in a regulated performance or undertaking regulated employment abroad	✓ Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school
M	✓ Medical/dental appointment	✓ Pupil is at a medical or dental appointment
J1	✓ Interview	✓ Pupil has an interview with a prospective employer/educational establishment
S	✓ Study leave	✓ Pupil has been granted leave of absence to study for a public examination

X	✓ Not required to be in school	✓ Pupil of non-compulsory school age is not required to attend
C2	✓ Part-time timetable	✓ Pupil is not in school due to having a part-time timetable
C	✓ Exceptional circumstances	✓ Pupil has been granted a leave of absence due to exceptional circumstances
Absent – other authorised reasons		
T	✓ Parent travelling for occupational purposes	✓ Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
R	✓ Religious observance	✓ Pupil is taking part in a day of religious observance
I	✓ Illness (not medical or dental appointment)	✓ Pupil is unable to attend due to illness (either related to physical or mental health)
E	✓ Suspended or excluded	✓ Pupil has been suspended or excluded from school and no alternative provision has been made
Absent – unable to attend school because of unavoidable cause		
Q	✓ Lack of access arrangements	✓ Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	✓ Transport not available	✓ Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	✓ Widespread disruption to travel	✓ Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	✓ Part of school premises closed	✓ Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	✓ Whole school site unexpectedly closed	✓ Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	✓ Criminal justice detention	✓ Pupil is unable to attend as they are: In police detention Remanded to youth detention, awaiting trial or sentencing, or

		Detained under a sentence of detention
Y6	✓ law	✓ Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
Y7	✓ cause	✓ To be used where an unavoidable cause is not covered by the other codes
Absent – unauthorised absence		
G	✓ school	✓ Pupil is absent for the purpose of a holiday, not approved by the school
N	✓ Reason for absence not yet established	✓ Reason for absence has not been established before the register closes
O	✓ Absent in other or unknown circumstances	✓ No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
U	✓ Arrived in school after registration closed	✓ Pupil has arrived late, after the register has closed but before the end of session
Administrative codes		
Z	✓ Prospective pupil not on admission register	✓ Pupil has not joined school yet but has been registered
#	✓ Planned whole-school closure	✓ Whole-school closures that are known and planned in advance, including school holidays

Appendix 2

LOCATING AND TRACKING CHILDREN MISSING FROM EDUCATION

It is the responsibility of parents to inform the school if their child is going to be absent from school. Parents can inform the school, via the school office staff, that their child will be absent on a given day/period of time by telephoning on 0208 894 1447 or sending an email to info@bischopperrin.richmond.sch.uk

If a child is absent from school and the school has not been notified by midday as to why, then we will instigate the following procedures:

Day 1

The school will telephone parents on the first day of absence if there has been no contact by midday as to why their child is absent. If the school is unable to speak directly to a parent via a phone call, a follow-up email will be sent to establish the reason for the absence. A record of the attempts to make contact with parents/guardians will be kept.

The exception to this is if a child who is in Year 5 or Year 6 and who is on the school's "Walk to School" Register has not arrived by 9.30am and the school has not been notified either by email or phone as to why the child will be late/absent. If this happens, then the school office will telephone the contacts on the emergency contact form as soon as possible to find out the reason for the absence.

Day 2

If by the second day of absence without notification for the reason and without having been able to establish contact with parents on Day 1, regardless of which class a child is in, the school will contact other adults who are listed on the school's emergency contact form to ascertain the whereabouts of the missing child. This will be done before midday.

Day 3

If there has been no contact with parents/guardians or adults listed on the emergency contact form by the beginning of the third day of absence, the school will notify the Educational Welfare Service. The school are aware that a formal referral will not need to be made at this stage, but will be made by Day 6 if needed.

If at any stage the school has concerns regarding the child's welfare we will contact the SPA immediately.

If the school makes contact with the child or the child returns to school, but no satisfactory explanation is provided, we will register the child as at risk of becoming missing from education by contacting the SPA.

If the child is found to be in elective home education (EHE), we will ensure that written confirmation is received from the parent or caregiver and then notify AfC. If a parent or carer reports that a child has moved to a new school, we will remove the child from the school roll once we have received confirmation that the child has been placed elsewhere by their new school and the EWS.

Days 6 to 20

The school will continue to make contact with the parents / guardians of the missing child on Days 4 and 5.

If a child is absent for six consecutive days without any explanation, we will notify AfC by contacting the SPA. The SPA will refer the case to the EWS who will undertake the following actions to try and locate the child:

- make contact with the parent, relatives and neighbours using known contact details
- check local databases within the local authority
- follow local information sharing arrangements and where possible make enquiries via other local databases and agencies e.g. those of housing providers, school admissions, health services, police, refuge, Youth Justice Services, children's social care, and HMRC
- check with UK Visas and Immigration (UKVI) and/or the Border Force
- check with agencies known to be involved with family

- check with local authority and school from which child moved originally, if known
- check with any local authority and school to which a child may have moved
- check with the local authority where the child lives, if different from where the school is
- in the case of children of Service Personnel, check with the Ministry of Defence (MoD) Children's Education Advisory Service (CEAS)
- home visit(s) made by the appropriate team, following local guidance concerning risk assessment and if appropriate make enquiries with neighbour(s) and relatives

This list is not exhaustive or prescriptive, and so local authorities and schools should treat each case on its individual merits and use their judgement, ensuring they have taken into account all of the facts of the case.

If the child is located, AfC will inform the school and relevant partner agencies and explain what actions should be taken.

If the child has moved to another borough, the EWS should confirm with the relevant local authority that the child is now living in and attending school in their borough and contact the school to confirm this. Once confirmation has been received, the EWS will give permission for the Kingston or Richmond school to remove the child from their roll, upload or send the child's records to the new school and complete the online form.

Day 20

If, after 20 days of unauthorised absence following investigation by the EWS, the school is unable to establish the whereabouts and location of the child, permission may be given by the EWS for the school to remove the child from their roll, where there are no immediate safeguarding concerns. The school will then upload the child's records onto the School2School database as a child missing from education and complete the online form.

Appendix 3

PARENTAL REQUEST FOR TERM-TIME ABSENCE

Parents are expected to organise family holidays outside school term dates during school holiday periods. The DfE have advised schools not to authorise holidays during term time. Only in exceptional circumstances can a headteacher agree to a term time leave.

We define 'exceptional circumstances' as rare and unexpected circumstances which are unlikely to reoccur. Examples include:

- Medical emergencies
- Family emergencies (e.g. death of a relative)]

If you have some exceptional circumstances that require you to request leave during term-time please complete this application form for the headteacher's approval.

Please read the important information below regarding term time leave.

Unauthorised absence from school is a serious matter and can lead to prosecution or a fixed penalty fine.

PARENTAL REQUEST FOR TERM TIME ABSENCE			
Name of pupil			
Class			
Leave category	Tick the one that applies	Reason for Absence *	
Religious			
Secondary school exams / visits			
Other (please state)			
Start Date of Absence *		Date of Return to School *	
No of School Days Missed *		Place or Country to be visited *	
Please attach any evidence to support your request.			
Parent/Guardian Name *			
Email *			
Date			

* Required information

For information about penalty notices