St. Peter's C.E. Primary School and Nursery



Let Your Light Shine

Attendance policy 2026

Policy approved by	
Last Review	
Next Review	

Procedures approved by	
Last Review	
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Policy statement

St. Peter's CE Primary School and Nursery is committed to providing an inclusive, compelling and transformative educational experience within a safe and nurturing environment to all pupils. We believe, if pupils are to benefit from education, punctuality and good attendance are crucial to them fulfilling their potential. However, attendance within our school is far more than just an academic consideration. We recognise the nature of our pupils and as a result, believe our attendance systems are our first line in safeguarding our children and therefore a priority.

With that principle in mind, our school's approach is to work in close partnership with our families to support a culture of attendance and safety; however, parents are responsible by law for ensuring the regular and punctual attendance of their children. Parents should familiarise themselves with this attendance policy and should work closely with our school staff to overcome any problems which may affect a child's attendance.

If there are problems which affect a pupil's attendance, we will investigate, identify, and strive, in strong partnership with parents and pupils, to resolve those problems as quickly and efficiently as possible. We will adopt a clearly focused approach, involving families fully, and outside agencies where appropriate, to ensure pupils are in school. We appreciate every family's circumstances are different, and we will always aim to work in partnership with to find a solution for issues that arise.

At St. Peter's we recognise that absence is often a symptom of wider safeguarding, welfare, wellbeing or unmet need. Attendance information forms an important part of the school's safeguarding systems and will be considered alongside all other relevant information when assessing risk, determining appropriate interventions and planning support for pupils and families. We recognise that improving attendance is most effective when schools, families, pupils and partner agencies work together to understand and address barriers to attendance.

We are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

- Promoting good attendance.
- Building strong relationships with families to ensure pupils have the support in place to attend school.
- 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 and contact families to discuss this.

We will also promote and support punctuality in attending lessons.

Legal/Regulatory Requirements

This policy and its related procedures exist to ensure that SCHOOL meets compliance with the following:

- Department for Education's (DfE's) statutory guidance on working together to improve school attendance (July 2026) and school attendance parental responsibility measures.
- The School Attendance (Pupil Registration) (England) Regulations 2024
- Part 6 of the Education Act 1996
- Part 3 of the Education Act 2002
- Part 7 of the Education and Inspections Act 2006

- The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, and 2016 amendments)
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013
- School census guidance
- Keeping Children Safe in Education
- Mental health issues affecting a pupil's attendance: guidance for schools

Responsibilities

The **Governing Body** are responsible for:

- Reviewing this policy and recommending appropriate amendments.
- Setting high expectations of all school leaders, staff, pupils and parents/carers
- Making sure school leaders fulfil expectations and statutory duties, 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
- 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 an 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 interpreting and analysing attendance data
- Holding the school leaders to account for the implementation of this policy

- Recognising and promoting the importance of attendance across school policies and ethos

The **Headteacher** is responsible for:

- The implementation of this policy at their 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

- Authorising the request of fixed-penalty notices, where necessary, and/or delegating attendance staff and the EWO to be able to do so
- Working with the parents 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 plan (EHCP) 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 through all available channels

The **Headteacher** is also 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 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 **school administrator** is responsible for:

- Ensuring that daily registers are completed accurately and on time by staff
- Take calls from parents/carers about absence on a day-to-day basis and record it on the school system
- Administration of first day contact procedures and ensuring that absent pupils are discussed at the daily safeguarding briefing
- Monitoring and analysing attendance data (see Section on Supporting Pupils who are absent or returning to school) and identifying areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the Headteacher
- Escalating to, and working with, our Education Welfare Officer to tackle persistent and severe absence, which may include the use of statutory procedures and fixed penalty notices
- Issuing School Attendance Letters (SALs) to parents where it is felt that attendance may need support

The contact details for the school administrator can be found on the school website.

The **Class teachers** are responsible for recording attendance accurately on a daily basis, using the correct codes (see Appendix 1), and submitting this information to office staff in a timely manner, to enable safeguarding procedures to be implemented in the case of unexplained absence.

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/timetabled session on time
- Call the school to report their child's absence before 9am on the day of the absence and each subsequent day of absence, and advise when they are expected to return
- Provide the school with more than one emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day
- Keep to any attendance contracts or action plans that they make with the school and/or local authority
- Seek support, where necessary, for maintaining good attendance, by contacting the relevant school staff
- Adhere to published policies regarding communication and visits from school staff when their child is absent from school

Pupils are expected to:

- Attend the school every day on time, prepared for learning, and attend each lesson on time throughout the day

Our school has the support of an **Education Welfare Officer**. The role of our EWO considers all of the above statements and also includes the following:

- Meet with Headteacher and administrator every half term to review and discuss attendance and appropriate actions
- Conduct home visits when necessary and work in partnership with both leadership and the local authority's School Attendance Support Team
- To be present at Attendance Support Meetings (ASM) to support families and school staff to put in place the most appropriate plan that will lead to attendance improvements and support the pupil.

Review of Policy

This policy will be reviewed as guidance from the local authority and/or DfE is updated, and as a minimum annually by the Governing Body. At every review, the policy will be approved by the full Governing Body.

ATTENDANCE PROCEDURES

Recording attendance

Attendance register

We will keep an electronic attendance register and place all pupils onto this register.
We will take our attendance register at the start of the first session of each school day and once during the second 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 an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

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.

Our school and nursery day begins at 8.45am. The school door opens at 8.35am. Attendance registers are taken at 8.45am and 1pm promptly in every class. Pupils not present for the register will be marked with code L. Pupils who arrive after 9.15am or 1.30pm will be marked with code U.

EYFS Attendance (Nursery and Reception)

- For children below compulsory school age (CSA), school will maintain accurate registers and follow first-day absence procedures in line with this policy.
- Where Reception children have a part-time start, sessions not timetabled will be recorded with **Code X (Not required to attend)**. Once the child is expected in school, any non-attendance must be recorded using the appropriate authorised/unauthorised absence codes.
- Part-time arrangements must not continue beyond the point at which the child reaches CSA.
- Penalty notices do not apply to children below CSA but concerns about absence will still be discussed with families, with support put in place where necessary.
- All EYFS providers must follow up any absence in-line with the policy, including contacting emergency contacts, considering patterns/vulnerability, and where appropriate making referrals to social care or requesting police welfare checks.

Each school must have a clear EYFS attendance statement shared with parents, setting out expectations, procedures, and escalation routes.

Unplanned absence

The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 9am or as soon as practically possible by calling the school number on 01952 811692. The parent must continue to call in each day to update the school on any continuing 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. We may contact you by telephone or through a visit to gain more details about your child's absence and how we can support if appropriate. A member of school staff or our Education Welfare Officer (EWO) may visit the family home to offer support and to keep in touch with the parents and their child.

Where the absence is longer than 5 days or there are doubts about the authenticity of the illness, the school may ask for medical evidence, such as a copy of a prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily and will not ask parents to pay for evidence.

If the school is not satisfied with the authenticity of the illness, the absence will be recorded as unauthorised. We will endeavour to inform parents of this decision and are happy to discuss the reasons for this.

Planned absence

Attending an unavoidable medical or dental appointment will be counted as authorised if the pupil's parent notifies the school in advance of the appointment. An appointment card or letter may be requested.

However, we encourage parents/carers 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/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence.

Lateness and punctuality

A pupil who arrives late:

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

Please note that code U assigns an absence mark for the whole session. This is in line with DfE guidance.

Following up unexplained absence

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

- Call the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, school staff or EWO may conduct a home visit
- 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

- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary.

- Where relevant, report the unexplained absence to the pupil's social worker or other professionals involved with the family
- 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, we will request a Notice to Improve, penalty notice or other legal intervention as appropriate.

In line with statutory EYFS requirements, these safeguarding expectations apply equally to Nursery and Reception pupils. Even where children are not yet of compulsory school age, unexplained, prolonged or repeated absence must be treated as a safeguarding concern, with the same escalation pathways followed.

We recognise that children missing education are at significant risk of harm. Unexplained absence, prolonged absence, irregular attendance patterns, and pupils who cease to attend without explanation will be managed in accordance with statutory Children Missing Education procedures and our Safeguarding Policy.
The school will work with local authorities and partner agencies to ensure pupils do not become lost from education.

Reporting attendance to parents/carers

Parents/carers can access their child's attendance and absence levels via the Arbor parent portal.

School office staff will be happy to provide a copy of a child's attendance record should you require it. If your child's attendance is at a level where we feel we need to draw this to their attention, this will be done in one of the following ways:

- A letter called a SAL (School Attendance Letter) may be sent to parents/carers, notifying them of their child's attendance and inviting them you to contact us if they need support. A copy of their attendance will be enclosed.
- A member of staff or the EWO may telephone parents to discuss their child's attendance and to offer support if there are issues affecting attendance or barriers making it difficult for a child to attend. Someone may also talk to your child in school to identify barriers and offer support.
- If the attendance continues to cause concern, parents may receive a follow-up letter, a home visit or an invitation to come to an 'Attendance Support Meeting' where they can discuss any issues and work together on a plan to ensure that their child is able to maximise the opportunities available to them at the school by attending daily. Parents may also be offered referrals to other agencies or asked if they would like to be supported through the Early Help process. Early Help is about identifying problems within families early, and providing proactive support, helping to ensure that families receive the right support at the right time.
- If a child's attendance remains unsatisfactory, further referrals may be made, depending on the situation. A referral may be made to Telford & Wrekin's Council's Attendance Support Team, to Family Connect or to agencies who are best placed to support a child in overcoming any barriers to attendance. We will discuss this with each family dependent on their own unique circumstances.

Authorised and unauthorised absence

Approval for term-time absence

The Headteacher will only grant a leave of absence to a pupil during term time if they consider there to be 'exceptional circumstances', considering the specific facts, circumstances, and the relevant context behind the request.

A leave of absence is granted at the Headteacher's discretion, including the length of time the pupil is authorised to be absent. There is no specific definition of 'exceptional circumstances'; however, if the leave is for something that could otherwise be organised during school holidays, it is very unlikely to be granted. **A family holiday, or the cost of taking a family holiday being too expensive during school holiday periods, is not considered to be an exceptional circumstance**.

Any leave of absence during term time can be disruptive both to the child's learning and to the school regardless of the reason for the leave. Schools will only consider authorising leave in term time where both:

- The application is made on the school's 'Request for leave in term time' form, to the Headteacher in advance **(at least 2 weeks prior to departure)** of the leave by a parent the child normally lives with. **The legislation does not allow for retrospective permission to be granted**. The form can be requested from the school or is available on the school's website under 'Attendance'. We recommend that trips are not booked until leave has been approved. Our Leave of Absence Request form needs to be returned to the school office for the approval of the Headteacher.
- There are exceptional circumstances, as agreed by the Headteacher for the leave, and in such circumstances the school determines the length of any agreed leave in term time. If a child does not return to the school on or by the agreed date, they will be at risk of losing their place at the school. The Headteacher may require evidence to support any request for leave.

Valid reasons for **authorised absence** include:

- Illness (including mental illness) and medical/dental appointments (see Sections on Unplanned Absence and Planned Absence for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents/carers belong. If necessary, the school will seek advice from the parents'/carers' religious body to confirm whether the day is set apart. We set our dates in accordance with guidance from Telford & Wrekin Council.
- Mobile children travelling for occupational purposed – This includes children from communities such as Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people), circus families, bargees (occupational boat dwellers) and New Travellers. Absence may be authorised only when a mobile family is known to be travelling for occupational purposes and this has been agreed with the school, but it is not known whether the pupil is attending educational provision elsewhere.
- The term 'mobile child' is used to describe any child of compulsory school age who has no fixed abode and whose parent(s) is engaged in a trade or business that requires them to travel from place to place. This may be a child who has no permanent address or has a fixed address but must spend substantial time away due to their parents' work. Please discuss your circumstances with our school staff so that we can help you plan for periods of absence.

Sanctions

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

Sanctions and legal measures only apply once a child has reached compulsory school age (CSA). However, for children in Nursery and Reception who are below CSA, attendance concerns will still be addressed through early support, parental engagement, and escalation to safeguarding partners where necessary.

Penalty notices

In July 2026 the DfE reviewed and amended the 'Working Together to Improve School Attendance' statutory guidance. This guidance sits alongside the 'National Framework for Penalty Notices' which the Government introduced in August 2024 and 'The School Attendance (Pupil Registration) (England) Regulations 2024' and the Education (Penalty Notices) (England) Regulations 2007.
In Telford & Wrekin it is the delegated responsibility of the Attendance Support Team to issue Penalty Notices following referrals from schools, and only they can issue Penalty Notices relating to school absence.
It is only the Headteacher (or delegated member of School Staff) who has the discretion to authorise any request for leave in term time and it is also they that decide the duration of that leave. Parents must submit a request for leave in term time to the school, allowing ample time for consideration to be given. Any circumstances that parents wish to be considered should be included in the request. Holidays should not be booked before permission is granted. The legislation does not allow for any school to adopt a blanket ban, all requests for leave in term time will be considered to determine if there are exceptional circumstances and parents must be notified of that decision.
The government introduced changes in legislation from August 2024 that parents need to be aware of:

- If your child has 10 sessions of unauthorised absence in a 10 school week rolling period, you may be issued with a Penalty Notice. These 10 sessions may include any unauthorised absence, including leave in term time and sessions do not have to be consecutive.
- If in an individual case the local authority believes a Penalty Notice would be appropriate, they retain the discretion to issue one before the threshold is met, so for eight sessions of unauthorised absence. This might apply for example, when parent(s) are deliberately or purposefully avoiding the national threshold by taking several term time holidays below threshold, or for repeated absence for events such as birthdays and taking their child out of school, or when there are only four pupil days in school and the fifth day is for example a PD day or bank holiday.
- Penalty Notices increased to £160 from August 2024. This can be reduced to £80 but only for the first Penalty Notice issued, if paid within 21 days – this reduction does not apply to any subsequent Penalty Notice.
- Any second Penalty Notice, to the same parent for the same child, issued within three years of the date of the first Penalty Notice will be charged at a flat rate of £160.
- A third Penalty Notice will not be issued within a three-year rolling period, to the same parent for the unauthorised absence of the same child, - alternative action or legal measures will be utilised for subsequent offences.
- Penalty notices are intended to prevent the need for court action and should only be used where it is deemed likely to change parental behaviour and support to secure regular attendance has been provided and has not worked or been engaged with, or would not have been appropriate in the circumstances of the offence (e.g. as is usually the case for an unauthorised holiday in term time).
- In some circumstances a 'Notice to Improve' may be issued – However, a Notice to Improve will only be used in cases where support is appropriate. They will not be issued in cases of unauthorised leave in term time for holidays, where information for parents is included in schools' attendance policy and on school's website, or a warning by the school that a Penalty Notice could be issued if unauthorised leave in term time is taken will suffice.

Parents should always apply to the Headteacher for any request for leave in term time by completing a request form available from the school. (DfE guidance states schools should not authorise leave retrospectively so any leave in term time taken without a request being submitted will be unauthorised absence).

In developing and publishing the National Framework, the Government renewed appeals to parents not to take their children out of school during term time. The Governors and Headteacher of this school support this initiative. The legislation does not allow for blanket bans, therefore all requests for leave in term time will be considered. However, in line with the Education (Penalty Notices) (England) Regulations 2007, The School Attendance (Pupil Registration) (England) Regulations 2024, DfE guidance 'Working Together to Improve School Attendance - July 2026, National Framework for Penalty Notices 2024 and local Code of Conduct, pupils will only be given permission to take leave in term time if there are exceptional circumstances. The DfE Guidance- Working Together to Improve School Attendance (amended July 2026) states that: Generally, the DfE does not consider the need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance. (Paragraph 37.)

Each application for leave in term time will be considered and if it is agreed and authorised the Headteacher will determine the duration of any leave. However, if the application is not agreed and the absence occurs the dates will be unauthorised. Parents will be notified of any decision in writing. This notification may be hand delivered directly to the parent, emailed to the registered email address of the parent held on school records or posted to the parents' home address.

As a school we are asked to inform you that in line with Telford and Wrekin Council Policy, if your child is absent for 10 school sessions within a 10 week rolling period and that absence is unauthorised, you may be subject to a Penalty Notice fine, criteria is as detailed above.

Notices 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.

Notices 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 school is located. They 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 if attendance does not 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

Strategies for promoting attendance

At St. Peter's we set high expectations of attendance for every child and communicate these expectations clearly and consistently to children and parents. In assemblies, we demonstrate to children the benefits of good attendance throughout their school life. We praise and reward improvements and achievements in attendance at whole school, key stage, class or individual level. This is always done sensitively according to context and children's wishes.

Supporting pupils who are absent or returning to school

Pupils absent due to complex barriers to attendance

We will meet with families and work together to develop a plan to overcome attendance barriers. This will be reviewed regularly to ensure adequate support is in place.

Pupils absent due to mental or physical ill health or SEND

Our school will recognise the barriers and the link between mental or physical illness and/or SEND. The key principles we will apply are:

- Discuss the underlying reasons for absence with pupil and parents
- Ascertain the support required for both home and the school to improve attendance
- Devise an action plan (with medical professionals if required) for all parties to drive accountability to ultimately improve attendance or ensure that the pupil has access to an appropriate education

Where a pupil has an education health and care (EHC) plan and their attendance falls, or the school becomes aware of barriers to attendance that relate to the pupil's needs, the school will inform the local authority.

For pupils with 15 days recorded absence due to illness, we have a statutory duty to record this absence with the local authority. At this stage, school staff and/or the EWO will need to discuss the absence in more detail and may ask for medical information so that we can best support your child.

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

We recognise that reintegrating pupils back into education following a lengthy or unavoidable period of absence is challenging. We will meet with families to develop a plan to support a pupil returning to school. This plan will be routinely reviewed to ensure adequate support is in place.

Attendance monitoring

The school will monitor attendance and absence data daily, weekly, half-termly, termly and yearly across the school and at an individual pupil level as appropriate. We will identify whether there are groups of children whose absences may be a cause for concern.

Specific pupil information will be shared with the DfE and the local authority on request. The school has granted the DfE access to its management information system so the 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 body.

Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils, groups or cohorts that need additional support with their attendance,
- 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

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 it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence, and their families (see Section on Elective Home Education below)
- Provide regular attendance reports to class teachers to facilitate discussions with pupils and families, and to the governing body and school leaders (including special educational needs co-ordinators, designated safeguarding leads and pupil premium leads)
- 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/academies 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

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 each school's strategy for improving attendance.

Particular consideration will be given to pupils who may be disproportionately affected by absence, including:

- pupils with SEND or an EHCP
- children looked after and previously looked after children
- children in need
- children subject to child protection plans
- young carers
- pupils accessing alternative provision
- pupils experiencing mental health difficulties
- pupils identified as persistently or severely absent

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 the 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 the reasons for absence
- Implement sanctions, where necessary (see Section on Sanctions, above)

Elective Home Education (EHE)

St. Peter's School is committed to supporting our pupils and families through all aspects of their lives. We consider EHE to be the very last resort in the educational journey and as a result will request a Multi-Agency Meeting (MAM) with families and engage with the local authority to help to ensure that the correct decision is made in the best interests of the child.

Appendix 1: Attendance codes

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
/	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	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes Staggered starts are now covered by this code
Absent – unauthorised absence		
G	Holiday not granted by the 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