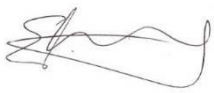
Attendance Policy

Date Approved	8 December 2025
Frequency	Annually
Date for Renewal	30 September 2026
Approved by	CHS Governing Body
Owner/Written by	Governors
Type	Statutory
Audience	All

This policy has been adopted by Crowdys Hill School Governing Body.

Signed:  Headteacher

Signed: Nicki Read & Bryony Hallows Co-Chair of Governors

Date: 8 December 2025

Excellent attendance and punctuality are important if students are to benefit from everything school has to offer. Crowdys Hill believes that regular attendance at school is vital for students to be successful. School education lays the vital foundations of a student's life and research clearly demonstrates the link between regular attendance, punctuality and educational progress and attainment.
Parents/carers and the school staff are partners in making this a success and this partnership is very important to the school. As a school, we will encourage parents and carers to ensure that students achieve maximum possible attendance and that any problems that prevent this are identified and acted on promptly.

The Law
By law, parents and carers must ensure that all student of compulsory school age (between 5 and 16) receive a suitable, full-time education (Education Act, 1996). Swindon Borough Council employs Education Welfare Officers to monitor school attendance and to support both schools and parents/carers to ensure that every pupil attends school regularly. Parents/carers may be committing an offence if they fail to make sure that their child attends school regularly. This may lead to the issuing of a penalty notice, prosecution or application for an Education Supervision Order.

1. Aims
This policy aims to show our commitment to meeting our obligations with regards to school attendance, including those laid out in the Department for Education's (DfE's) statutory guidance on working together to improve school attendance (applies from 19 August 2024), through our whole-school culture and ethos that values good attendance, Crowdys Hill will do this through:

- 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
- Provide a welcoming atmosphere and a safe learning environment; staff welcome pupils at the school entrance; leaders drop in to tutor times and greet pupils, particularly those with potential for absence, so that they feel welcomed

2. Legislation and guidance
This policy is based on the Department for Education's (DfE's) statutory guidance on working together to improve school attendance (applies from 19 August 2024) 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
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

It also refers to:
School census guidance
Keeping Children Safe in Education
Mental health issues affecting a pupil's attendance: guidance for schools

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
- 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
- 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
- Holding the headteacher to account for the implementation of this policy
- 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

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 fixed-penalty notices, where necessary, and/or authorising **Sam Sprules (Senior Attendance Champion)** 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 (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 through all available channels

3.3 The designated senior leader responsible for attendance

The designated **Senior Attendance Champion** 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 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
- Sharing attendance data in a format that is understood and impactful (see Appendix 2)

The designated senior leader responsible for attendance is Sam Sprules and can be contacted via 01793 332400 or ssprules@crowdyshill.swindon.sch.uk

3.4 The attendance officer

The school attendance officer is responsible for:

- Monitoring and analysing attendance data (see section 7)
- 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 when to issue fixed-penalty notices

The attendance officer is currently unfilled position and can be contacted via [telephone number and/or email address].

3.5 Class teachers/ tutors

Class teachers/ tutors 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 before:

PHASE	AM session	PM session
Primary	9:00	12:50
Secondary	9:30	13:30
Sixth Form	9:30	13:30

Tutors will encourage good attendance of their tutees.
Class teachers/ tutors will welcome all pupils to lessons and encourage good attendance.
Class teachers/ tutors will notify reception swiftly if a child is missing from class.
Reception will alert a member of the leadership team if the whereabouts of the child is not known.

3.6 School office/reception staff

School office/reception staff will:
Take calls from parents/carers about absence on a day-to-day basis and record it on the school system
Retrieve messages from Reach More Parents app and record on the school system
Transfer calls from parents/carers to the tutor/attendance officer/attendance champion where appropriate, in order to provide them with more detailed support on attendance

- Reception staff will contact parents/carers on the first day of a pupil absence.
- Reception staff will alert tutors if the reason for absence needs further discussion.
- **Reception staff will alert the attendance lead/champion- Sam Sprules - if they are concerned about a child's absence.**

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)
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Parents are expected to:

- Be aware of their legal responsibilities
- Make sure their child attends every day on time
- Ensure that their child arrives at school punctually and prepared for the school day
- Call the school to report their child's absence before [8:30] on the day of the absence and advise when they are expected to return
- Provide the school with more than 1 emergency contact number for their child
- Notify school immediately of any changes to contact details
- Ensure that, where possible, appointments for their child are made outside of the school day
- Keep to any attendance plans that they make with the school and/or local authority
- Notify the school of any home circumstances that might affect the behaviour and learning of the student

- **Seek support, where necessary, for maintaining good attendance, by contacting their child's tutor and/or attendance champion who can be contacted via 01793 332400 or** ssprules@crowdyshill.swindon.sch.uk

3.8 Pupils

Pupils are expected to:

Attend school every day, as long as they are fit and healthy enough to do so

Attend on time

Attend appropriately prepared for the day- wear uniform in primary and secondary, and wear suitable clothes to allow them to attend to all activities in Sixth Form

Discuss promptly with their class teacher or school office any problems that may affect their school attendance.

4. Recording attendance

4.1 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.

The school day starts and ends at:

PHASE	Times	
Primary	Mon-Thurs 8:30-15:00	Friday 8:30-13:00
Secondary	Monday-Friday 08.45-15:15	
Sixth Form	9.00-3.00	

Pupils must arrive in school on time each school day.
The register for the first session **will be completed 30 minutes after start time**. Arrival after this time will result in an unauthorised mark.
The register for the **second session will be completed 5 minutes after the start time**.

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 8:30 or as soon as practically possible, by calling the school office staff, who can be contacted via 01793 332400 or by using the Reach More Parents App.

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 the absence is longer than 5 days, or 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.
If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents will be notified of this in advance.

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

4.4 Lateness, punctuality and leave:

A pupil who arrives late:

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

This will impact a pupil's overall attendance.
Persistent lateness will trigger a meeting request from the attendance officer/champion.

Pupils Leaving During the School Day:

During school hours, the school staff are legally in loco parentis and therefore must know where the pupils are during the school day.

- Pupils are not allowed to leave the premises without prior permission from the school.
- Whenever possible, parents/carers should try to arrange medical and other appointments outside of school time.
- Parents/carers are requested to **confirm in writing,** by letter or email, the reason for any planned absence, the time of leaving, and the expected return time.
- Pupils must be signed out on leaving the school and be signed back in on their return.
- Where a pupil is being collected from the school, parents/carers are to report to the reception before the pupil is allowed to leave the site.

If a pupil leaves the school site without permission, their parents/carers will be contacted as soon as staff are aware of the absence. Should the school be unable to contact the family it may be appropriate, in certain circumstances, to contact the Police and register the student as a missing person.

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:

- **Call the pupil's parent on the morning of the first day of unexplained absence** to ascertain the reason. If the school cannot reach parents they will refer to the pupil's emergency contacts. If there is an immediate safeguarding concern the school may conduct a home visit, report to police, education welfare officer or Contact Swindon
- **Notify pupil's social worker** or virtual school headteacher where applicable
- 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. If absence continues, the school will conduct a home visit, and may report to police, education welfare officer or Contact Swindon
- Where relevant, report the unexplained absence to the pupil's 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 5.2 below), as appropriate]
- Where applicable submit a Child Missing in Education or Pupil Tracking form to the local authority
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4.6 Reporting to parents

Crowdys Hill school will regularly inform parents (see definition of 'parent', as used in this policy, in section 3.7 above) about their child's attendance and absence levels, this will be done termly through our parent communication systems in addition to the following:

Pupil attendance data shared yearly through the school report at the end of the school year. Parents will also receive a percentage attendance for the annual review paperwork (at different times of the year) and in the interim reports at the end of term 2 and term 4 (Christmas and Easter time).

- **If there are concerns relating to a pupil's attendance this will be done sooner and through the school's Attendance Officer/Champion. Where this is the case an Individual Attendance Monitoring Plan will be put in place.**
- **Letters will be issued to parents to share concerns regarding attendance. There are 3 letters to the graduated response (See appendix 3, 4 and 5).**

Definitions

Everyday counts as two sessions.
Every half-day absence has to be classified by the school as either AUTHORISED or UNAUTHORISED. This is why the cause of each absence is always required, preferably in writing or by telephone.
All absences regardless of if they are AUTHORISED or UNAUTHORISED, will contribute to the percentage of the pupil's attendance.
Regular attendance means that pupils must attend school every day, unless there are justified reasons, and arrive at school on time.

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

The headteacher will allow pupils to be absent from the school site for certain educational activities, or to attend other schools or settings.
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
- 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.
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, current attendance figures for the pupil, circumstances and relevant background context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least 4 weeks before the absence, this should be done by directly emailing the headteacher head@crowdyshill.swindon.sch.uk

The headteacher may require evidence to support any request for leave of 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
- Parent(s) travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision
- If the pupil is currently suspended or excluded from school (and no alternative provision has been made)
- Other reasons the school may allow a pupil to be absent from the school site, which are not classified as absences, 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

5.2 Sanctions for poor attendance

Our school will make use of the full range of 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.

Penalty notices

The headteacher (or someone authorised by them), 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, it will check with the local authority before doing so, and send it 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

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).
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.

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 pupil attends school.
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 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

6. Strategies for promoting attendance
We promote attendance during school assemblies, building teams through our house system, building resilience through our curriculum, and building a sense of self through our wellbeing and PSHE curriculum, along with tutor groups, house competitions and positive welcoming staff.
All staff are key to encouraging good attendance. We use the Thrive approach model of encouragement, understanding and support for behaviour.
We have close relationships with parents through our tutoring system. Tutors or leaders can often discuss attendance issues and put support in place before they become a problem.
Tutors and leaders contact parents directly to discuss potential problems and pre-empt attendance issues that may arise, e.g. such as when a supply teacher is taking a class which may cause anxiety, or when a trip is planned and we are aware that the pupil may try to have a day off due to anxieties around changes.

7. Supporting pupils who are absent or returning to school

7.1 Pupils absent due to complex barriers to attendance

Crowdys Hill is aware there may be pupils with complex barriers to attendance, we will put support systems in place to support these pupils and their families. This will be done through a multi-agency approach following our Individual Attendance Plan.

7.2 Pupils absent due to mental or physical ill health or SEND

Crowdys Hill is aware there may be pupils with mental or physical health and SEND which are a barrier to attendance, we will put support systems in place to support these pupils and their families. This will be done through a multi-agency approach following our Individual Attendance Plan.

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

Where a pupil is returning back into school after a lengthy or unavoidable period of absence, Crowdys Hill will look at ways to ensure this process works for the pupil ensuring a smooth and successful transition back into full time education. This will be done through a multi-agency approach following our Individual Attendance Plan. This could potentially include the use of a limited time reduced timetable.

Reduced timetables

Where a pupil is placed onto a reduced timetable, in agreement with all relevant parties, and with the intention that this process will lead to the child attending school, then this must be agreed with the attendance lead/champion and headteacher.
The attendance lead/champion will ensure that the correct process is followed, using SBC's policy for reduced timetabling, and inform SBC through their Synergy system.
The leader responsible for the child's attendance must complete a Crowdys Hill reduced timetable risk assessment and be assured that there is not a safeguarding risk to the child. (see appendix 6)

8. Attendance monitoring

8.1 Monitoring attendance

The attendance lead at our school monitors pupil absence on a weekly basis.
A pupil's parent/carer is expected to call the school in the morning if their child is going to be absent due to ill health. If the absence continues for more than a few days then we will contact the parent/ carer to gather more detail of the reason for absence.

If a pupil's absence continue to rise after contacting their parent/carer, we will request a meeting with the parent/ carer. We will consider involving an education welfare officer if we are concerned about the reason for absence. (Please see appendix 3, 4 and 5).

The persistent absence threshold is 10%. If a pupil's individual overall absence rate is greater than or equal to 10%, the pupil will be classified as a persistent absentee.
Pupil-level absence 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 compare attendance data to the national average, and share this with the governing board.

Crowdys Hill school attendance and leadership team have regular attendance meetings where actions are set to improve attendance. We will contact parents/ carers where relevant and put a support plan in place to improve individual attendance. Members of the leadership team are involved in this process.

The attendance and leadership team look at termly attendance data and puts swift actions for support in place as needed using an Individual Attendance Plan for specific core groups (See Appendix 7). This may be ELSA, counselling, Early Help referrals, family support worker referrals, CP or CIN meetings or bespoke timetables and changes to staffing or unstructured times support.
Trends are looked at, such as pupils with a social worker, free school meal pupils, pupil premium pupils, English as an additional language pupil, young carers and looked after children.

Rewards
The main benefit from regular and punctual attendance is that continuity and progression in learning are ensured.

As a school, we acknowledge good attendance through annual rewards. Pupils gain attendance certificates termly for good attendance of 95% or over and for being a resilient attender.
At the end of the year, pupils with over 95% attendance will have access to specific rewards, such as free trips or privileges.

The school will monitor attendance and absence data (including punctuality) 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 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 board.

8.2 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

8.3 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 it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severed absence, and their families (see section 8.4 below)
- Provide regular attendance reports to tutors, to facilitate discussions with pupils and families, and to the governing board and school leaders (including special educational needs co-ordinator, designated safeguarding lead, mental health lead and pupil premium lead)
- 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

8.4 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, this will be done through the Individual Attendance plan (Appendix 7) 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 5.2, above)

9. Monitoring arrangements

This policy will be reviewed as guidance from the local authority and/or DfE is updated, and as a minimum annually by Attendance Champion-Sam Sprules. At every review, the policy will be approved by the full governing board.

10. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy

Appendix 1: attendance codes

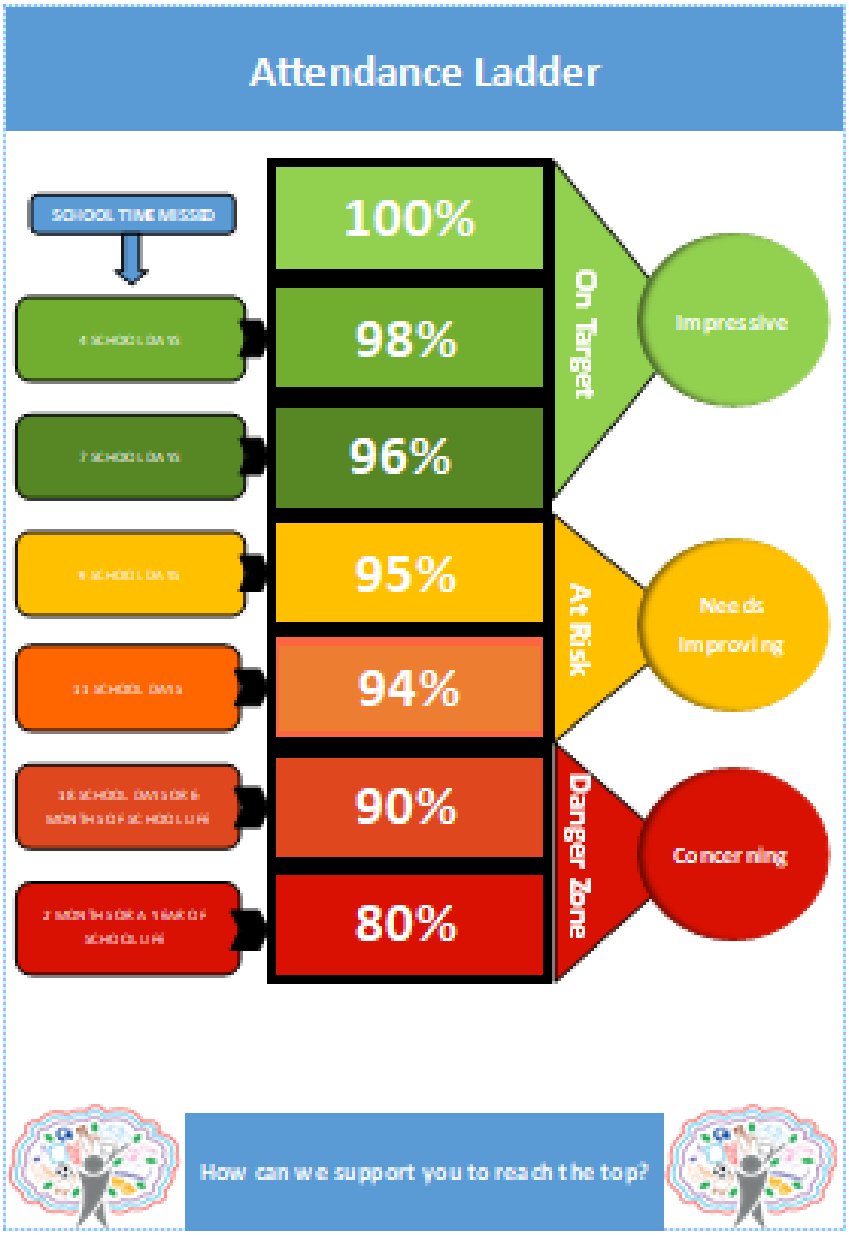
The following codes are taken from the DfE's guidance on school attendance.

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
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

Appendix 2


Attendance Ladder
SCHOOL TIME MISSED
100%
98%
96%
95%
94%
90%
80%
On Target
At Risk
Danger Zone
Impressive
Needs Improving
Concerning
How can we support you to reach the top?

Appendix 3-Letter 1

Jefferies Avenue
Swindon
Wiltshire SN2 7HJ

Acting Headteacher – Mrs E Hibbard
Phone - 01793 332400
website - www.crowdyshill.swindon.sch.uk

«date_of_printing»

«addressee»
«address_block»

Dear «salutation»,

Absences from school
Below 95%

I'm writing to alert you that your young person's attendance rate this term has fallen to «percentage_attendance». **This means that <<child's name>> has missed <<sessions>> of school.** Falling below **95**% attendance will have an impact on academic achievement and social development.

The school acknowledges that each family's circumstances are different and aim to work with parents to provide the best education for every young person.

Our pupils' welfare is of paramount importance to us and we believe that regular attendance throughout the year is essential for their success and fulfilment.

We want to make sure that we can support you and your young person in the best way possible, including looking into how we can help to address gaps in learning due to absence.

If you have concerns, and need support please contact the school's Attendance lead ssprules@crowdyshill.swindon.sch.uk

We hope to see an improvement in <<child's name>> attendance, we will be reviewing this regularly.

Yours sincerely

Headteacher

Appendix 4-Letter 2

Jefferies Avenue
Swindon
Wiltshire SN2 7HJ

Acting Headteacher - Mrs E Hibbard
Phone - 01793 332400
website - www.crowdyshill.swindon.sch.uk

«date_of_printing»
«addressee»
«address_block»

Dear «salutation»,

Absences from school
Continued absence

I'm writing to alert you that your young person's attendance has fallen to «percentage_attendance». **They have missed <<sessions>>.** Falling below 95% attendance will have an impact on academic achievement and social development.
We have not seen an increase since our last letter dated <<date>>

The school acknowledges that each family's circumstances are different and aim to work with parents to provide the best education for every young person.
Our pupils' welfare is of paramount importance to us and we believe that regular attendance throughout the year is essential for their success and fulfilment.

We request you make an appointment with our Attendance Officer/Champion to set up an Individual Attendance Monitoring Plan. We want to make sure that we can support you and your young person in the best way possible, including looking into how we can help to address gaps in learning due to absence.

Please contact the school office to speak to Sam Sprules our Attendance Lead alternatively you can email ssprules@crowdyshill.swindon.sch.uk

Yours sincerely

Headteacher

Appendix 5-Letter 3

Jefferies Avenue
Swindon
Wiltshire
SN2 7HJ

Acting Headteacher - Mrs E Hibbard
Phone - 01793 332400
website - www.crowdyshill.swindon.sch.uk

Crowdys Hill School

«date_of_printing»
«addressee»
«address_block»

Dear «salutation»

Final Letter

I'm writing to express my concern at your young person's recent absences from school. A letter was sent out to you regarding our concerns.
You have not responded to the school's request for further action in improving your young person's attendance.
Your young person's attendance is <<percentage>>. They have missed <<sessions>>. Your young person has been absent for the following reasons this school year:
«periods_of_absence»

Our pupils' welfare is of paramount importance to us and we believe that regular attendance throughout the year is essential for their success and fulfilment. If there is no response to this letter then the school will take the following actions:

- If your young person/ family has social services support then we will be contacting your support worker to inform them of our concerns.
- We will contact the Local Authority who may make contact to discuss these absences in more detail.
- We will seek guidance from the Local Authority and our Single Point of Contact for attendance with respect to issuing a notice to improve and/or penalty notices.
- You can find more information in our school attendance policy. Copies of the policy are on the school website, or available from the school office.

Please contact the school's attendance champion Sam Sprules, 01793 332400, ssprules@crowdyshill.swindon.sch.uk to discuss your young person's support plan to improve attendance.

Yours sincerely

Headteacher

Appendix 6

CROWDYS HILL SCHOOL

Pupil Risk Assessment for pupils with SEN or medical issues who are being offered a part time timetable
This should be attached to their school pupil risk assessment

PUPIL NAME	***CLASS***	***IHP yes/no***	***DATE ASSESSED***	***Agreed by HT***
Medical, SEN or other relevant detail here				

Area of Risk	***RAG Level RAG***	***Issue relating to risk***	***How can school mitigate against this/ reduce risk***
At home- any safeguarding issues? E.g. child is at risk of harm/ child protection plan in place?			
At home- any medical issues? E.g. parent unable to provide care at home			
At home- any other issues arising? E.g. parent unable to stay at home whilst child not in school			
At home- child unable to access learning			
Transport – parent unable to pick up/ drop off child			
Off Site- child would have to be at a site other than home whilst not in school?			

In the opinion of parents/ staff, is the child able to attend school full time?

Preferred temporary timetable.

Full time	*Mornings only*	*Afternoons only*	*Bespoke attendance*	*Adjusted timetable*	*Other*

Can the school offer effective remote learning? Can the parent ensure pupils learning continues at home?

Does the school feel that the child is safe at home during school hours?

Please note here responses from school and parent. *Parents need to sign a reduced timetable form (from SBC, available in staff drive T) if moving to a part time offer. MUST be reviewed every two weeks, by parents and lead for child, e.g. tutor/ SLT/ DSL)*

Signed by parent: _____ ***Date*** _____

If reduced timetable agreed, then parents must sign a reduced TT form which must be passed to Attendance lead.

Appendix 7

Attendance Plan and Contract

Pupil Name:	**Tutor:**	**Date of Meeting:**
Attendees:	**Present: %** **Authorised: %** **Unauthorised: %**	**Meeting Number:**

Barriers/absence reasons	**Actions-for home/school**	**Target (with time frame)**

Review Date: