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Attendance Policy

School Leader: **R Sandhu**

Link Governor: **A Repesa**

Policy Approved   **Signed: A Repesa**   **Date: 5.10.2023**

Policy Reviewed	Signed:	Date:
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Attendance Policy

September 2023

Approved by Trust Board on: 18th July 2023

Introduction

Promoting good school attendance is everyone's responsibility.

DDAT strives to ensure that all its schools create an environment which enables and encourages all pupils to reach their full potential. For pupils to achieve in accordance with their potential and to gain the greatest benefit from their education, it is vital that they attend regularly.

DDAT understands that barriers to attendance are complex, and that some pupils find it harder than others to attend school; therefore, DDAT schools will prioritise cultivating a safe and supportive environment at school, as well as strong and trusting relationships with all pupils and parents.

Contents

1. Aims

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 and supporting punctuality in attending lessons.
- Ensuring equality and fairness for all.
- Ensuring this attendance policy is clear and easily understood by staff, pupils and parents.
- Reducing absence, including persistent and severe absence.
- Ensuring every pupil has access to the full-time education to which they are entitled.
- Intervening early to address patterns of absence and working with other agencies to ensure the health and safety of other pupils.
- Building strong relationships with families to overcome barriers to attendance and ensure pupils have the support in place to attend school.
- Ensuring parents follow the framework set in section 7 of the Education Act 1996, which states that the parent of every child of compulsory school age shall cause them to receive efficient full-time education suitable to their age, ability and aptitude, and to any SEND they may have, either by regular attendance at school or otherwise.
- Working collaboratively with other schools in the area, as well as other agencies.
- Regularly monitoring and analysing attendance and absence data to identify pupils or cohorts that require more support.

2. Legislation and guidance

This policy meets the requirements of the working together to improve school attendance from the Department for Education (DfE), and refers to the DfE's statutory guidance on school attendance parental responsibility measures. These documents are drawn from the following legislation setting 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, 2016 amendments)
- Missing Children and Adults - A cross government strategy (publishing.service.gov.uk) (2011)
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013
- DfE's guidance on Children Missing Education (updated September 2016)
- Full-time enrolment of 14 to 16-year-olds in further education and sixth-form colleges - GOV.UK (www.gov.uk)

This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

3. Roles and responsibilities

3.1 The governing body

The governing body is responsible for:

- Monitoring the implementation of this policy and all relevant procedures across the school.
- Promoting the importance of school attendance across the school's policies and ethos.
- Making sure school leaders fulfil expectations and statutory duties.
- Regularly reviewing and challenging attendance data.
- Monitoring attendance figures for the whole school.
- Making sure staff receive adequate training on attendance appropriate to their role.
- Holding the Headteacher / Executive Headteacher to account for the implementation of this policy.
- Sharing effective practice on attendance management and improvement across schools.
- Ensuring that this policy, as written, does not discriminate on any grounds including but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.

As best practice, DDAT recommends that schools utilise the Headteacher / Executive Headteacher report to Governors to share attendance figures to report on attendance.

At Hardwick Primary School, attendance figures are shared with Governors via termly Headteacher's reports and through the Annual Safeguarding and Inclusion Report.

3.2 The Headteacher / Executive Headteacher

The Headteacher / Executive Headteacher is responsible for:

- Implementation of this policy at the school.
- Ensuring all parents are aware of the school's attendance expectations and procedures.
- Ensuring that every pupil has access to full-time education and will act as early as possible to address patterns of absence.
- 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.

3.3 The designated senior leader responsible for attendance

The designated senior leader with responsibility for attendance will:

- Offer a clear vision for attendance improvement.

- Evaluate and monitor expectations and processes.

- Have an oversight of data analysis.

- Devise specific strategies to address areas of poor attendance identified through data.

- Arrange calls and meetings with parents to discuss attendance issues.

- Deliver targeted intervention and support to pupils and families.

- Work with the attendance officer to carry out all agreed actions.

The designated senior leader/Headteacher/Executive Headteacher with responsibility for attendance is R Sandhu and can be contacted via 01332 272249 or admin@hardwick.derby.sch.uk

3.4 The attendance officer

The school attendance officer will:

- Monitor and analyse attendance data, as detailed in section 8.

- Benchmark attendance data to identify areas of focus for improvement.

- Provide regular attendance reports to school staff and report concerns about attendance to the designated senior leader responsible for attendance and the Headteacher / Executive Headteacher.

- Work with education welfare officers, and other professionals, to tackle persistent absence.

- Advise the Headteacher / Executive Headteacher (authorised by the Headteacher / Executive Headteacher) when to issue fixed penalty notices.

The attendance officer is D. Miller and can be contacted via 01332 272249 or admin@hardwick.derby.sch.uk.

3.5 Class teachers

Class teachers are responsible for:

- Recording attendance on a daily basis, using the correct codes, and submitting this information to the school office on the MIS e.g. SIMS, within 15 minutes of the start of the morning and afternoon sessions.

Whole school morning sessions begin at 8:55am.
The afternoon session starts at:
- 12:15pm in Nursery

- 12.30pm in Reception, Year 1 and 2
- 12.50pm in Year 3 and 4
- 1:10pm in Year 5 and 6

- Class teachers promote good attendance through initiating conversations with parents, offering support where appropriate, when attendance starts to drop.

3.6 School admin staff

School admin staff will:

- Take calls from parents about absence on a day-to-day basis and record it on the school system.

- Transfer calls from parents as appropriate to Head of School, Phase Leaders, the SENCo or the Safeguarding Team in order to provide them with more detailed support on attendance.

- Manage Inventry for children leaving the school premises.

3.7 Parents/carers

Parents/carers are expected to:

- Make sure their child attends every day on time. The school start time is 8:55am and the school day ends at 3:15pm (with the exception of Nursery where morning sessions are 8:45am-11:45am and afternoon sessions are 12:15pm-3:15pm).

- Children are encouraged to stay in school for their lunch. Should parents wish to take their children home for lunch, it is their responsibility to pick them up and return them on time as follows:
  - Reception, Year 1 and 2 - collect 11.35am and drop off by 12.30pm
  - Year 3 and 4 – collect 11.55am and drop off by 12.50pm
  - Year 5 and 6 - collect 12.15pm and drop off by 1:10pm

- Call the school to report their child's absence before 8:55am on the day of the absence. The office will use the "*Is My Child Too Ill To Be In School*" guidance (Appendix 3) to advise parents of when their child will be expected to return. If the child does not return to school on this date, it is expected that parents will notify the school by 8.55am on each subsequent day of illness.

- Provide the school with more than one valid emergency contact number for their child.

- Ensure that, where possible, appointments for their child are made outside of the school day (before 8:45am or after 3:15pm).

3.8 Pupils/students

Pupils/students are expected to:

- Attend school every day, on time.

4. Definitions

The following definitions apply for the purposes of this policy:

4.1 Absence

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

4.2 Authorised Absence

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

4.3 Unauthorised Absence

- Parents keeping children off school unnecessarily or without reason.
- Truancy before or during the school day.
- Absences which have never been properly explained..
- Arrival at school after the register has closed.
- Absence due to shopping, looking after other children or birthdays.
- Absence due to day trips and holidays in term-time which have not been agreed.
- Leaving school for no reason during the day.

4.4 Persistent Absence (PA)

- Missing 10 percent or more of schooling across the academic year for any reason.

5. Recording attendance

5.1 Attendance register

- We will keep an attendance register and place all pupils onto this register.
- We will take our attendance register at the start of the morning session and at the start of the afternoon session of each school day (other than in Nursery where attendance will be marked once at the start of either the morning or afternoon session).
- The attendance register will mark 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 initials of the person who made the amendment.

See Appendix 1 for the DfE attendance codes.

We will also record:

- Whether absences are authorised or not.

- The nature of the activity if 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 3 years after the date on which the entry was made.

- The register for the first session will be taken at 8.55am and will be kept open until 9:25am. The register for the second session will be taken at:

  - 12:25pm (following 12:15pm arrival) in Nursery
  - 12.30pm in Reception, Year 1 and Year 2
  - 12.50pm in Year 3 and 4
  - 1:10pm in Year 5 and 6

  and should be closed within 15 minutes.

5.2 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 8:55am or as soon as possible by contacting the school admin staff (see also section 8) on 01332 272249 or by sending a message via the Weduc app.

We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the school may ask the pupil's parent/carer to provide 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/carers will be notified of this in advance.

5.3 Planned absence

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

If requesting leave for a medical or dental appointment, parents should bring evidence such as an appointment card, text or letter to the school office in advance and present this to the school office staff who will then mark this on the register as a planned medical appointment.

The school encourages parents/carers to arrange 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. Parents must complete a Leave of Absence form and return it to the School Office for consideration by the Headteacher / Executive Headteacher / Governors in line with this policy. Go to section 5 to find out which term-time absences the school can authorise.

5.4 Lateness and punctuality

Whole school morning sessions begin at 8:55am.

The afternoon session starts at:

- 12:15pm in Nursery
- 12.30pm in Reception, Year 1 and 2
- 12.50pm in Year 3 and 4
- 1:10pm in Year 5 and 6

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 office staff will contact any parents of pupils who are absent without a reason having been given.

The school office staff will contact parents of any pupils who are absent without a reason having been given.

Attendance and punctuality is monitored regularly by the Attendance Officer who will report concerns to the Head of School / Executive Headteacher, Phase Leaders, the Safeguarding Team, the SENCo and to the Education Welfare Officer where appropriate.

Parents will be contacted to arrange an appointment to discuss non-attendance and/or persistent lateness in school. If this continues parents will be invited to school for a formal meeting with the Education Welfare Officer and appropriate school staff (if parents fail to attend without explanation the Education Welfare Officer will accept the case work responsibility).

The Attendance Officer will subsequently monitor the pupil's attendance for a 4 week period. If there is no improvement in the pupil's attendance the Education Welfare Officer will be informed and the full case work responsibility will be transferred to the Local Authority.

5.5 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/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, conduct a home visit. If the pupil is classed as child protection or persistent absentee, a risk assessment is required.

- 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.

- If absence continues, the school will consider involving other agencies as appropriate. E.g. Follow local procedures for Children Missing Education CME.

5.6 Reporting to parents/carers

The school will regularly inform parents about their child's attendance and absence levels via termly pupil progress reports.

6 Authorised and unauthorised absence

6.1 Approval for term-time absence

The Department for Education stipulates that Headteachers / Executive Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. There is no automatic right to any leave in term time, and any leave of absence is granted at the Headteacher's / Executive Headteachers discretion, including the length of time the pupil is authorised to be absent for.

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

Any request should be submitted as soon as it is anticipated and, where possible, at least 2 weeks before the absence, and in accordance with any leave of absence request form, accessible via the school office The Headteacher / Executive Headteacher may require evidence to support any request for leave of absence.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments.

- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart.

- Traveller pupils 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.

6.2 Legal sanctions

The school or local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a fine, or penalty notice, each parent must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

Penalty notices can be issued by a Headteacher / Executive Headteacher, local authority officer or the police.

The decision on whether to issue a penalty notice may consider:

- The number of unauthorised absences occurring within a rolling academic year.

- One-off instances of irregular attendance, such as holidays taken in term time without permission.

- Where an excluded pupil is found in a public place during school hours without a justifiable reason.

If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

7. Strategies for promoting attendance

Promoting good school attendance is everyone's responsibility.

To promote good attendance our school uses the following strategies:

- Class attendance will be celebrated in the weekly assemblies.

- Children with 100% attendance will be rewarded a certificates at the end of each term.

- At the end of the academic year children whose attendance is above 97% are eligible for up to 3 entries into the attendance prize award.

Entries into the award are as follows:

- 97% 1 entry
- 98-99% 2 entries
- 100% 3 entries

- There is an allowance of two days per academic year for religious observance.

8. Attendance monitoring

8.1 Monitoring and analysing attendance

The attendance officer will monitor and analyse attendance data regularly to ensure that intervention is delivered quickly to address habitual absence as soon as possible.

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

- The school cohort.
- Individual year groups.
- Individual pupils.
- Demographic groups, e.g., pupils from different ethnic groups or economic backgrounds.
- Other groups of pupils, e.g., pupils with SEND, LAC, and pupils eligible for FSM.
- Pupils who have an allocated social worker or are known to social care.
- A pupil who is absent for prolonged periods, or repeated occasions, which may indicate a safeguarding concern, such as CSE or CRE, particularly county lines.
- Pupils at risk of PA.
- Pupils at risk of SA.

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

- Patterns in uses of certain codes.
- Particular days of poor attendance.
- Historic trends of attendance and absence.
- Barriers to attendance.

The attendance officer will provide regular reports to staff across the school to enable them to track the attendance of pupils and to implement attendance

procedures. Specifically, where there is a safeguarding concern for a pupil absent or missing from education, the attendance officer will alert the DSL in accordance with the school's established safeguarding recording and reporting processes.

The attendance officer will also be responsible for monitoring how attendance data changes in response to any interventions implemented to increase attendance in future.

The Local Governing Body will regularly review attendance data, including examinations of recent and historic trends, and will support the Headteacher / Executive Headteacher in setting goals and prioritising areas of focus for attendance support based on this data.

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

The board of trustees will ensure staff from different schools within the trust regularly share expertise and collaborate on interventions.

Attendance data will also be monitored via FFT by the Trust and fed back to the Trust Board throughout the year at the Education and Standards Committees.

8.2 Using data to improve attendance

The school will:

- Provide regular attendance reports to class teachers, Phase Leaders, SENCO and/or Safeguarding Team to facilitate discussions with pupils and families.

- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies.

8.3 Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school.

Severe absence is where a pupil misses 50% or more of school.

The school will:

- Ensure notes are added to their MIS system i.e. SIMS to generate an evidence trail that can be cross referenced with safeguarding software.

- Use attendance data to find patterns and trends of persistent and severe absence.

- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school.

- Issue warning letters when attendance drops below 95% and follow up with meeting between parent and Phase Leader. If attendance does not

improve within two weeks there will be a follow up letter inviting parents for a meeting with the Phase Leader. If attendance continues to decline parents will be required to meet with Head of School.

- Escalate cases that are not improving or fall below 85% through referral to Educational Welfare Officer.

- Co-ordinate attendance meeting between paurents, the Head of School and the Educational Welfare Officer.

- Agree and implement attendance agreement with parents and Educational Welfare Officer.

- Make referrals to the Education Welfare Officer and the School Health Team as appropriate.

- Provide access to wider support services through the School's Early Help Offer to remove the barriers to attendance.

9. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum every two years by the trust. 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:

- Safeguarding and child protection policy
- Behaviour policy
- Children Missing Education 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
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness

Code	Definition	Scenario
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and traveller absence	Pupil from a traveller community is travelling, as agreed with the school
Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed
Code	**Definition**	**Scenario**
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

Appendix 2: Key Contacts

Safeguarding Role	Name and Role	School contact details
Attendance /Education Welfare Officer	School Attendance Officer: Deseray Miller	admin@hardwick.derby.sch.uk

Safeguarding Role	Name and Role	School contact details
	Link Education Welfare Officer: Paul Johnson	paul.johnson@derby.gov.uk or 01332 641438
SENCo	Laura Smith	senco@hardwick.derby.sch.uk
Governor for Attendance	Adem Repesa	admin@hardwick.derby.sch.uk
Designated Safeguarding Trustee	Mark Emly	DDATAdmin@ddat.org.uk
DDAT Safeguarding Officer	Heather Hogg	Heather.hogg@ddat.org.uk
DDAT CEO	Dr Sarah Clark	info@ddat.org.uk
DDAT Attendance Lead	Jonathan Gallimore	exechead@hardwick.derby.sch.uk

Other Key Local Attendance Contacts

	Derby	Derbyshire
Education Welfare and Local Authority Children Missing Education CME) Officer	• Link EWO: Paul Johnson - via paul.johnson@derby.gov.uk or 01332 641438 • CME: 01332 641448 or cme@derby.gov.uk • See Children Missing Education for further information and CME referral form and for notification forms for child on roll, removal from roll and removal from roll to Elective Home Education (EHE)	• CME: CS.CMECoordinators@derbyshire.gov.uk • See Children missing from education (CME) policy and guidance and removal from school roll for further information
Virtual School for Looked After Children	• Virtual School Head: Graeme Ferguson - 07812 301044 or graeme.ferguson@derby.gov.uk • Specialist Education Officer for LAC – Catherine Ward - 01332 640346 or Catherine.ward@derby.gov.uk	• Rachel Moore, Head of the Virtual School for Children in Care 07798 882876 • Education Officer for LAC role: Sam Hart - 01629 538028 or sam.hart@derbyshire.gov.uk
Public Health Nurse/other health contact/s	• School Nursing Team - 0300 1234586 option 1	
Emotional Health and	The school also works with Emotional Health and Wellbeing Services to support attendance as appropriate, including 'Bridge the Gap' and 'Compass Changing Lives'.	

	Derby	Derbyshire
Well-being Services	Derby and Derbyshire emotional health and wellbeing	
Homelessness or at risk of homelessness	Derby city council homelessness webpages	Derbyshire county council Preventing homelessness webpages

Key National Contacts

Organisation	Description and contact details
NSPCC helpline for adults	Helping adults protect children 24 hours a day. For help and support, including anyone needing advice about female genital mutilation, young people affected by gangs, concerns that someone may be a victim of modern slavery contact the NSPCC trained helpline counsellors on: • Text 88858 • 0808 800 5000 • help@nspcc.org.uk
NSPCC helpline Report Abuse in Education	Bespoke helpline for children and young people who've experienced abuse at school, and for worried adults and professionals who need support and guidance: • 0800 136 663 • help@nspcc.org.uk
National Domestic Abuse Helpline	Hosted by Refuge, Helpline 0808 2000247
Operation Encompass	Resources for schools include free advice from an Education Psychologist about how best to support children via National Helpline 0204 513 9990
Report Abuse in Education helpline	• Young people who have experienced abuse at school and parents and teachers who are concerned about sexual abuse in education settings can call the Report Abuse in Education helpline on 0800 136 663 or email help@nspcc.org.uk

An Equality Impact Assessment has been completed for this policy.

Appendix 3 Absence Process

Class registers close by 9:00 a.m. and record children as Present or Absent

Attendance Office collects reasons for absence and adds to pupil register using relevant code and adding comments.

Attendance Officer adds late marks/late arrivals to the attendance register.

Attendance Officer makes telephone calls to parents/carers of pupils who are on first day of absence where there has been no contact.

By 11:00 a.m. the school will know the reason for absence or will have attempted to contact parents/carers to ascertain the reason for absence.

Attendance Officer will notify Safeguarding / SENCo / SLT of any concerns about absence.

For vulnerable children and for any child who the school has been unable to contact the Attendance Officer / NCAT / Safeguarding Team make home visits on day 1.

Social Worker notified of any relevant children absent.

For all other children the Attendance Officer / NCAT make home visits on the day the child is expected back at school.

Follow up actions identified by Attendance Officer, SENCO, SLT, DSL and EWO as required.

By the end of the day class teachers will send a brief 'missing you; we have been having fun' message home for all target children and will have an organised a learning buddy for the day of return.