

Woodlands Primary School

Attendance Policy and Procedures

Woodlands Primary School is part of the Greenshaw Learning Trust.
The Greenshaw Learning Trust is a charitable company limited by guarantee registered in England and Wales, company number 7633694, registered at Greenshaw Learning Trust, ORU Sutton, Throwley Way, Sutton, SM1 4AF.

Policy Title	GLT Common School Attendance Policy and Procedures
Category	Common Policy
Responsible Officer	Maintenance of this Policy and Procedures (Sections A, B & C) is the responsibility of the GLT Director(s) of Education Maintenance of the Procedure in Section D is the responsibilit of the Headteacher
Approved on	October 2026
Minor technical or operational updates made	
Review Cycle and next approval date	Annual October 2027
Monitoring arrangements	This policy will be reviewed every year, or sooner if required by statutory guidance updates. The implementation of this policy will be reviewed annually by the Headteacher.
Associated Policies *Internal Policy Library* *Published GLT Policies* *For school policies please visit the school website*	• The GLT Health and Safety Policy and Procedures • The GLT Educational Visits Policy • The GLT Supporting Children with Medical Conditions and Administration of Medicines Policy • The GLT First Aid Policy and Guidance • The GLT Food & Nutrition Policy, Food Standards and Allergen Management Procedures • School Safeguarding Policies
This Policy is based on or takes into account the following legislation and guidance	This Policy and Procedures meet the requirements of Working Together to Improve School Attendance (July 2026) from the Department for Education (DfE), the DfE's statutory guidance on school attendance parental responsibility measures and 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 School Attendance (Pupil Registration) (England) Regulations 2024 ● The Education (Penalty Notices) (England) (Amendment) (No. 2) Regulations 2024) And the following guidance: ● School census guidance ● Keeping Children Safe in Education **(KCSIE 2026)** ● Mental health issues affecting a pupil's attendance: guidance for school ● Working together to improve school attendance ● [For non-compulsory age pupils]: Education and Skills Funding Agency Guidance 2023

GLT Common School Attendance Policy and Procedures

Section A

A1. Scope and Applicability

It is the responsibility of the Headteacher of each school, and the GLT CEO for the Trust Shared Service, to ensure that their school/service and its staff follow this Policy and all Policies and Procedures across the Trust.

If there is any question or doubt about the interpretation or implementation of this Policy, the 'Responsible Officer' or the GLT CEO should be consulted.

Unless otherwise stated, all Policies apply to all schools within the Trust, all Trust employees (including temporary and agency staff), all pupils, all trustees and committee members (including members of community committees), all volunteers, and all visitors and contractors

This is a Common School Policy. Common School Policies are where the Board of Trustees has determined that all schools in the Trust must follow the same Policy, so that the Trust can fulfil its statutory responsibilities and/or manage its schools effectively. Common school policies and procedures are approved by the Board of Trustees. Some will have a school-specific element or annex; in these cases each school's Headteacher will have tailored those specific parts of the policy/procedure – and those parts only, as indicated in the policy/procedure – to their specific requirements.All schools and services within the Trust must comply with Common School Policies, although the appendix is applied locally.

A2. Terminology

- The Trust means the Greenshaw Learning Trust (GLT).
- School means a school or academy within the Greenshaw Learning Trust.
- Headteacher means the headteacher, executive headteacher or principal of the school/academy.
- CEO means the chief executive officer of the Greenshaw Learning Trust.
- Trust Shared Service means the services, functions and staff of the Trust that are not contained within a school budget and/or are not the responsibility of a school Headteacher. With respect to the Trust Shared Service, references in this Policy to the responsibilities of the Headteacher should be read as the GLT CEO.
- Governance Colleague means Trustee or Community Governance Committee member
- Responsible Officer means the member of the Director Team to which responsibility for the management of the policy, procedure or statement has been delegated by the Board of Trustees
- Policy or Policies should be read as including any procedures, reports, templates, models, statements and schedules etc. as specified in the GLT Policy Schedule. Categories of Policy are defined in 'Scope and Applicability'

Section B

B1. Policy Statement

The Board of Trustees of the Greenshaw Learning Trust is committed to meeting our obligation with regards to school attendance through building a culture and ethos that values good attendance, which includes:

- 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.
- Promoting and supporting punctuality in attending lessons.

B2. Policy Principles

The Board of Trustees of the Greenshaw Learning Trust firmly believe that all pupils benefit from outstanding school attendance. To this end, we will do all we can to ensure that our pupils achieve maximum possible attendance and that any problems that prevent excellent attendance are identified and acted upon promptly. In order for a pupil's attendance record to be deemed outstanding, we will expect every pupil to attend every day that the school is open to them, whilst working with parents/carers to develop appropriate individualised support approaches for pupils whose attendance is impacted by an additional or special educational need, disability or a diagnosed chronic/medial (including mental health) condition.

All GLT schools must ensure that they maintain systems and practices that will:

- Maintain a safe, secure environment where pupils feel valued and welcome, thereby positively encouraging attendance.
- Create an ethos in which excellent attendance is the norm.
- Raise pupil awareness of the importance of punctuality and uninterrupted attendance, and encourage in pupils motivation and a sense of responsibility.
- Support pupils and families who experience difficulties maintaining good school attendance.
- Celebrate excellent school attendance.
- Act in accordance with the Education Act 1996 and work collaboratively with local authorities to support parents in ensuring that their children are regularly attending school.

In addition, all GLT Schools expect pupils to :

- Attend school every day
- Attend school punctually.
- Attend school appropriately prepared for the day.

And all GLT schools expect that all parents/carers who have day to day responsibility for the children and young people will:

- Encourage regular school attendance and be aware of their legal responsibilities.

- Ensure that the child/children in their care arrive at school punctually, prepared for the school day.
- Contact the school on the morning of each day of the pupil's absence.
- Contact the school promptly whenever any problem occurs that may keep the child away from school.
- Be aware that any unexplained absence is treated as an unauthorised absence and may be considered a safeguarding concern, this may result in a home visit or a referral to Children's Services.

B3. Roles and Responsibilities

The Headteacher is responsible for:

- Implementation of this policy at their school
- Monitoring school-level absence data and reporting it to the governing body
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Requesting fixed-penalty notices, where necessary
- Authorising any absence due to exceptional circumstances
- Directing School Attendance Officer to issue/request a notice to improve

The Senior Leader with responsibility for attendance (see Section D1) is responsible for:

- Leading attendance across the school and embedding a whole school approach to promoting/supporting excellent attendance
- Defining clear vision and priorities to improve attendance
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis
- Devising specific strategies to address areas of poor attendance identified through data
- Building relationships with parents/carers to understand the challenges causing attendance issues and plan steps to address these
- Creating intervention / reintegration plans in partnership with pupils and their parents/carers
- Delivering targeted intervention and support to pupils and families
- Liaising with external agencies where appropriate for specific support
- Working proactively with local authorities and supporting them in their statutory responsibilities

The school attendance officer (see Section D1) is responsible for:

- Monitoring and analysing attendance data including completed registers and accurate coding
- Informing the School DSL (Designated Safeguarding Lead) and safeguarding team of unexplained absence of any pupil on safeguarding register by 9.30am.
- Informing the DSL of any parent / carer who have not responded to contact from school on the first day of absence of any pupil
- 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 address persistent absence
- Advising the Headteacher or appropriate Senior Leader when to issue fixed-penalty notices
- Responding to absence in accordance with the Attendance Procedures

All relevant teaching staff are responsible for:

- Recording attendance on a daily basis, using the correct codes, and submitting this information correctly

Section C

GLT Attendance Procedures

C1. Recording attendance

All schools will keep an attendance register, and place all pupils onto this register.

Schools will take an attendance register at the start of the first session of each school day and once during the second session. The morning attendance register will be open for 30 minutes and the second register will be taken after midday. The attendance register will record whether each pupil is:

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

Attendance registers are legal documents which are shared with the DfE. 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, and
- the name and position of the person who made the amendment

Schools will also record:

- [For pupils of compulsory school age] Whether the absence is 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.

Every entry on the attendance register will be kept for 6 years after the date on which the entry was made.

C2. 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 as soon as practically possible. Please see Section D for details.

Absence due to physical or mental illness will be marked 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.

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.

When no communication is received about a child's absence and we are unable to contact parents/carers, a home visit will be carried out within 24 hours in primary schools and 72 hours in

secondary schools of the absence occurring. Following the home visit, if we have further concerns or are not satisfied with the outcome, a referral may be made to Children's Services.

C3. Planned absence

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.

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment. Where a pupil's attendance is a concern, medical evidence will be required to support the absence.

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.

C4. Lateness and punctuality

A pupil who arrives late before the register has closed will be marked as late.

A pupil who arrives late after the register has closed will be marked as absent.

GLT schools open their AM registers for 30 minutes (for exact times for each school see Section D) , pupils who arrive late but within the 30 minute window will receive a Late mark (L) in the register. Pupils who arrive after this time will have their mark recorded as an unauthorised absence (U Code - Late After the Close of Registers) in the AM register. PM registration is taken during the first lesson/session that starts after midday.

Lateness after registration has closed is recorded as an unauthorised absence (U) and parents/carers will be notified of this absence. Continued Lateness after the Close of Registration may result in a referral to the local authority requesting a notice to improve or a penalty notice.

C5. Following up unexplained absence

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

- Call or message the pupil's parent/carer before 10:30am on the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's named contacts, the school may contact other emergency contacts or the police.
- 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.
- All normal absence monitoring procedures will continue during the unexplained absence, including calling/emailing/texting the parent/carer on each day that the absence continues. This may also involve contacting the school of any siblings, home visits and reference to Children's Services.
- A period unexplained absence of 20 consecutive days or more will result in a referral to the local authority as a Child missing in Education (CME)

Continued concerns about a child's attendance may result in

- Implementation of a staged attendance intervention. Please see Section D for details.
- Home visits, from the third day of unexplained absence.
- A referral to the school's Safeguarding Team, an EHAT (Early Help Assessment Tool), the school nursing service, MASH Team (Multi Agency Safeguarding Hub) or the police for a welfare check.
- The school may request or issue a notice to improve in order to support attendance
- A referral to the local authority requesting the issue of a Penalty Notice, an application for an Education Supervision Order or court prosecution.

C6. Reporting to parents/carers

The school will regularly inform parents/carers about their child's attendance and absence levels.

C7. 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'. A leave of absence is granted at the Headteacher's discretion, including the length of time the pupil is authorised to be absent for.

The Headteacher will consider each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

All parents/carers requesting leave of absence in term time will need to complete a "Request for Leave of Absence in Term Time for Exceptional Circumstances" form, where possible, at least six weeks before the absence and return it to the school. Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance.

If a pupil's return to school is delayed due to travel issues, parents/carers must provide independent evidence of the delay, such as official documentation from the travel company or airline detailing changes to booked flights or confirmation of a cancellation

If a parent/carer requests an authorised absence due to an overseas emergency, they must provide proof of travel booked at short notice, such as a booking confirmation from the airline or travel company or e-ticket showing the date of purchase, to support the application.

The school reserves the right to request medical evidence from a healthcare professional for any period of pupil absence that occurs immediately before or after a requested leave of absence or school holiday period.

Headteachers will consider requests for a leave of absence from pupils with an EHCP with a complex profile of needs who attend a school with a highly specialist base Approval for such requests is not guaranteed.

In Education Law (Section 576 of the Education Act 1996) 'parent' means:

- All natural parents, whether they are married or not
- Any person who has parental responsibility for a child or pupil
- Any person who has care of a child or pupil i.e. lives with and looks after the child

The Headteacher may require evidence to support any request for leave of absence.

Valid reasons for authorised absence include:

- Illness (including mental 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/carers belong. If necessary, the school will seek advice from the parents'/carers' religious body to confirm whether the day is set apart. If parents/carers do not inform the school any days missed may be recorded as an unauthorised absence.
- 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 received approval from the school in writing, but it is not known whether the pupil is attending educational provision.
- Where the local authority have granted a licence for the pupil to take part in a performance regulated by section 37(2) of the Children and Young Persons Act 1963
- Where a Justice of the Peace has given the pupil a licence to go abroad for a performance or other regulated purpose under section 25(2) of the Children and Young Persons Act 1933

Absences that the school is unable to authorise include:

- Holidays during term time (unless in exceptional circumstances *).
- Arrival after the registers close without prior notification.
- Shopping trips, even if this is for school uniforms.
- Birthday celebrations.
- Looking after a relative/pets.
- Tiredness due to extra-curricular activities.
- All unexplained absences.

**Exceptional circumstances will typically only cover:*

- *For Service children, where parental leave is dictated*
- *Holidays arranged and paid for by children's social care*
- *Holiday arranged by organisations such as Make a Wish Foundation*
- *Blue light staff (NHS clinical, police, paramedics, fire brigade) where holidays have been dictated and proof is provided*
- *A significant family event - ie; wedding or funeral of an immediate family member*

C8. Legal sanctions

[For children of compulsory school age **only.**]

The school can apply to the local authority for a fine to be issued to parents/carers for the unauthorised absence of their child from school.

A penalty notice is an out of court settlement which is intended to change behaviour without the need for criminal prosecution.

If repeated penalty notices are being issued and they are not working to change behaviour they are unlikely to be the most appropriate tool. Therefore only 2 penalty notices can be issued to the same

parent in respect of the same child within a 3 year rolling period and any second notice within that period is charged at a higher rate:

• The first penalty notice issued to a parent in respect of a particular pupil will be charged at £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days.

• A second penalty notice issued to the same parent in respect of the same pupil is charged at a flat rate of £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 issue of the first. In a case where the national threshold is met for a third time (or subsequent times) within those 3 years, alternative action should be taken instead. This will often include considering prosecution.

Penalty notices can only be requested by a Headteacher, local authority officer or the police and issued by the local authority.

All schools must consider whether a penalty notice is appropriate in each individual case where one of their pupils reaches the national threshold for considering a penalty notice. The threshold is 10 sessions of unauthorised absence in a rolling period of 10 school weeks. A school week means any week in which there is at least one school session.

This can be met with any combination of unauthorised absence (e.g. 4 sessions of holiday taken in term time plus 6 sessions of arriving late after the register closes all within 10 school weeks). These sessions can be consecutive (e.g. 10 sessions of holiday in one week) or not (e.g. 6 sessions of unauthorised absence taken in 1 week and 1 per week for the next 4 weeks). The period of 10 school weeks can also span different terms or school years (e.g. 2 sessions of unauthorised absence in the Summer Term and a further 8 within the Autumn Term

In Education Law (Section 576 of the Education Act 1996) 'parent' means:

- All natural parents, whether they are married or not
- Any person who has parental responsibility for a child or pupil
- Any person who has care of a child or pupil i.e. lives with and looks after the child

C9. Strategies for promoting attendance

All schools will use a range of strategies for rewarding and promoting good attendance. This may include issuing or requesting a notice to improve.

C10. Monitoring attendance

The school will:

- Monitor attendance and absence data across the school and at an individual pupil level.
- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families.
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns.
- Provide attendance reports to the Board, its Committees and Governing Bodies..

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

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.

C11. 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.

The school will use strategies to improve attendance, these may include:

- Using attendance data to find patterns and trends of persistent and severe absence.
- Holding regular meetings with the parents/carers of pupils who the school considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school.
- Providing access to wider support services to remove the barriers to attendance.

C 12. Elective Home Education

Deregistration Process and Responsibilities:

Upon receipt of a written request from a parent/carer to remove their child from the school roll for Elective Home Education (EHE), the school will contact the parent to offer a formal meeting and will notify the Local Authority Elective Education Team. The pupil will be formally removed from the school roll the day the request is received. For pupils subject to a Child Protection Plan, the school will contact the allocated social worker before formally removing the child from the school roll following a request for Elective Home Education

- Parental Responsibility: It is the sole responsibility of the parent/carer to ensure their child receives a suitable education once deregistered. The school will not provide work or resources for the child.
- Local Authority Contact: The Local Authority's EHE team will be notified and will subsequently contact the family to discuss their provision.

Re-enrolment and Waiting Lists

- The school will hold the child's place open for five days.
- If parents change their minds after the five-day cooling-off period and wish to re-enrol their child after this date, they must apply through the usual in-year admissions process. If a place is not available, the child will join the school waiting list.
- An electively home educated child who wishes to re-enrol will not immediately gain priority at the top of the waiting list for any preferred school

GCSE Pupils

For pupils preparing for GCSEs or other public examinations:

- Examination Costs: Parents/carers are responsible for all costs associated with public exam entries.
- Examination Centre: Parents/carers are responsible for finding an external examination centre that will facilitate their child sitting their public exams.

C13. Sixth Form

The rigours of post-16 study mean that excellent attendance is perhaps even more important in Sixth Form than in any other years. The school's Sixth Form Team will therefore adopt the principles outlined above, unless otherwise stated.

While we expect Sixth Form pupils to take a greater degree of responsibility for their attendance than pupils in other years, we will still involve parents/carers where we feel it is appropriate.

Sixth Form pupils can be expected to remain onsite for the full school day. However, the Headteacher may choose to allow pupils to leave the school site at certain times (e.g. break, lunch, and in exceptional circumstances, study periods). Sixth Form pupils will be expected to sign in and out when arriving at / leaving school.

Sixth Form places will not be withdrawn on the grounds of low attendance. However, where a pupil's attendance is impacting upon academic performance, it might be appropriate for the school, in consultation with the pupil and their parents/carers, to consider whether changing a course and/or resitting a year might be appropriate. Such decisions will always be made with regard to the pupil's best interests.

Section D - School Operational Attendance Procedures

D1. School Key Contacts

Key Contact	Name	Email
Headteacher	Rachel Dean	admin@woodlandsprimaryyate.co.uk
Senior Leader with responsibility for attendance	Santa Formoso	admin@woodlandsprimaryyate.co.uk
Attendance Officer	Hayley Coggins	admin@woodlandsprimaryyate.co.uk

D2. Registration times

	Open	Close
Morning Registration	8.40am	9.00am
Afternoon registration	1.00pm	1.15pm

D3. Notifying the school of unplanned absences

Parents/Carers should email the absence line absence@woodlandsprimaryyate.co.uk by 8.30am on the first day of absence and on each consecutive day of absence, stating the reason for absence. Email should include the name of the child, class and reason. To help us monitor absence across the school, avoidance of terms like ill and unwell is required. Instead, specific symptoms need to be provided. For example, a temperature of 38C or higher, vomiting, diarrhoea or having a persistent cough along with a high fever.

Emails will automatically be responded to with the following information attached.
https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/

If a code N is still on the register at 9.05 am an email will automatically be sent requesting the reason the child is not present.

If the code is I01 another email will be automatically sent at 11.00am asking parents to consider if their child is well enough to come in for afternoon lessons at 12.55pm.

Welfare calls will usually be made to support families and if no communication is received about a child's absence and we have been unable to contact parents/carers, a home visit may be carried out.

Request for Leave of Absence in Term Time for Exceptional Circumstances

Under UK education law (specifically the Education Act 1996), a request for a "leave of absence" must be made in advance by a parent with whom the pupil normally resides. While we would prefer

both parents to be aware of the request, a single signature from a parent with parental responsibility is legally sufficient to submit the application.

A 'Request for Leave of Absence in Term Time for Exceptional Circumstances form' (available from the School office) must be completed at least seven days before the start of the absence. If parents believe this is an exceptional circumstance, they need to provide supporting evidence. Absences cannot be authorised retrospectively.

Once a request is made, it will be responded to in writing as an email attachment on headed paper. If the reasons are not considered exceptional circumstances, the request will not be authorised. The response will remind parents that they may face a Penalty Notice.

If parents still decide to take their child out of school, this will be recorded as unauthorised leave and could lead to a Penalty Notice fine. On the first day of such unauthorised absence, parents will be reminded in writing that, under the Education Act 1996, Section 444(1) and Section 444A, failing to ensure regular school attendance is a criminal offence and may result in a Penalty Notice.

If a child is taken out of school during term time and is then ill before or after the unauthorised leave, we will require medical evidence to authorise the medical days of the absence.

D4. Staged attendance interventions

At Woodlands Primary School, we expect regular attendance. This means pupils should attend every day unless they are unwell or have authorised absence from the Headteacher.

Our target is 96% attendance for every child. Pupils must arrive punctually between 8:40 and 8:50 am via their designated doors.

Registers are closed at 9.00 am. Pupils who arrive between 9.00 am and 9.10 am will be marked as late. Pupils who arrive after 9.10 am will be marked as absent for registration; this will be unauthorised unless a valid reason (exceptional circumstances agreed by SLT) is given on their arrival at school. Our afternoon registers are taken at 1.00 pm.

Should a pupil remain absent after 9.10 am, then the school will contact the pupil's family on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach a family, they will call the pupil's emergency contacts. If we are still unsure of the child's reason for absence, the school may conduct a home visit and notify relevant authorities if safeguarding concerns arise from the child's absence.

A home visit may also be conducted on a case-by-case basis if there is a safeguarding concern or if we have reason to believe a term-time holiday has been taken. In this instance a calling card will be left asking parents to call the school quoting a unique code. Parents will be required to prove their child was not on holiday to avoid receiving a Penalty Notice.

Every 6 weeks a whole school report will be automatically run for all absence codes to monitor any student whose attendance drops below 95% and is therefore considered at risk of becoming a persistent absentee under government guidance.

Stage 1: Automated Reports and Letter

Any children below 95% will receive an automated letter. Parents will be given the opportunity to independently improve their child's attendance to be in line with national expectations. If, when the

next report is run, there is no improvement, in line with national expectations, or a decline in attendance the process will continue to Stage 2.

Stage 2: Support Letter Sent

The school will invite parents to a telephone meeting with the Attendance Team to agree on an Attendance Support Plan. During this meeting, the school, parents and the child (if appropriate) will identify any internal and/or external barriers to attendance and draw up a plan to support the child's attendance both within the school and at home. If the child is unable to attend this meeting, their voice will be gathered in school with a familiar adult prior to the meeting. The support on offer may include signposting to external agencies to support.

The Support Plan will be reviewed every 3 weeks.

If the Attendance Support Plan is not followed and/or an improvement, in line with national expectations, is not demonstrated after 2 reviews (or sooner if deemed necessary) the process will continue to Stage 3.

Stage 3

The parent/carer will be invited into school to attend an Attendance Improvement Meeting, where an Attendance Improvement Contract will be created specifying no further absence in the next 6 weeks and signed by the school, parent/carer and the child.

Once an agreement is reached, we rely on a shared commitment from all parties to ensure the plan is followed effectively. Every decision is made with the child's best interests at heart. All individuals with Parental Responsibility will be invited to attend meetings and reviews, and copies of the finalised plans will be shared in writing as an email attachment on headed paper.

This is the beginning of the legal process.

Should the Attendance target not be met, at any time, then the school may apply to the Local Authority for a Notice to Improve. The Notice to Improve is used as an additional supportive measure to promote and improve school attendance. The Notice to Improve period is a 6-week window. The process will continue to Stage 4.

Stage 4:

The child's attendance will be closely monitored, and should there be no improvement after 3 weeks, a Penalty Notice request may be submitted. All parents with Parental Responsibility will be invited to the meetings/reviews, and copies of the plans will be sent via email/post.

Note about Stages:

If after a period of improvement there is a further decline we will revert back to the appropriate stage for a further cycle. If there is still no improvement or a further decline a Penalty Notice will be enforced.

Continued concerns about a child's attendance may result in a referral to the school's Safeguarding Team, the ART Team (Access and Response Team), or the police for a welfare check. Order, or court prosecution.

Failure to participate in requested phone calls or meetings will result in a plan being created in your absence, a copy of which will be sent to you. Furthermore, failure to comply with the expectations set out in this policy may lead to a local authority referral for a Penalty Notice, an Education Supervision

At Woodlands Primary School, we are committed to supporting all children in accessing their education. We are aware that attendance difficulties in primary-aged children are often a symptom of underlying distress rather than the primary cause. We strive to work collaboratively with children and their families to address Emotionally Based School Avoidance (EBSA) or Anxiety-Based School Avoidance (ABSA) through supportive measures. We view attendance difficulties as 'can't attend,' not 'won't attend.' However, we maintain high aspirations that with the right support, every child can eventually access full-time education. In these situations, we work closely with the parents of the child through Team around the Child/family meetings and decide on strategies to implement in order to support their reintegration into full-time education; this could be through the implementation of a reduced timetable for a short period of time (usually no longer than 6 weeks in length).

Unless it is an emergency, medical and dental appointments should be scheduled outside school hours. If a school-time appointment is unavoidable and was not pre-authorised via an official letter, parents must provide evidence immediately upon the student's return.

D5. Strategies for promoting attendance

Woodlands Primary School is committed to ensuring every child feels they belong, as we believe this is fundamental to strong attendance.

- Ensure our curriculum and wider opportunities are engaging for all children
- Report attendance in hours missed as opposed to percentages
- Work in partnership with families by offering support such as:
    - offering additional information regarding attendance
    - identifying barriers both in school and at home
    - providing visual timetables to support morning routines at home
    - offering support for children to succeed coming into school
    - relating attendance to hours, days and lessons missed
    - offering a Family Partnership Strategy including coffee mornings, PTA events and regular events in school
    - utilising resources to support children who may experience anxiety around school
- Whole school raffle events including Census day
- Attendance Ambassadors and Champions
- Rewards for classes for good attendance
- Rewarding improved attendance
- Attendance Report sent to all parents three times a year
- Attendance information letter sent to all parents three times a year
- Family friendly attendance page on website
- Working in partnership with external agencies.

D6. Procedure for Reporting a Children Missing in Education (CME) and Elective Home Education (EHE)

Schools have a compulsory requirement to complete a form should a child on roll at their school cease to attend e.g. house move or has not turned up on expected start date. If you are unable to confirm the child's admission to another school within 2 weeks a referral should be made using the Child Missing in Education form and sent to the Senior Education Officer.

It is the school's responsibility before making a CME referral that they must try to establish the pupil's whereabouts.

Schools should:

· Use all known contact telephone numbers to attempt to speak with the parent/carer and other emergency contacts.

· Make home visit(s) to attempt to ascertain if the family are in the home at different times of the day.

· Contact any involved professionals for example the child's Social Worker, Youth Offending Team Worker, FYPS Worker.

If you are able to get evidence of a house move to another area or flight details that show that the pupil has left the country you will be able to remove them from roll. Please send any such documents via SOFIE (Preventative Services North)

If school has had notification that the child will be home schooled then they will liaise with the EHE Local Authority and work with the parents.

If you need any advice or guidance about your child being home educated, please contact Emma Varney from the local authority. Emma.varney@southglos.gov.uk