# Attendance Policy

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| Member(s) of staff responsible | Headteacher |
| Governor responsible | Chair of Governors |
| Date agreed with Governors | September 2026 |
| Date agreed with staff | September 2026 |
| Date discussed with pupils and parents | September 2026 |
| Frequency of policy review | Annual |
| Date next review due | September 2027 |

**Document Version Control**

| Issue No. | Issue Date | Summary of changes |
|---|---|---|
| 1.1 | November 2014 | Complete update/rewrite |
| 1.2 | March 2017 | Annual, communication with governors |
| 1.3 | November 2018 | Change to the Request for Absence form<br>Revised policy changes and approval from governors. |
| 1.4 | March 2019 | Changes to include updated County Council guidance (January 2019) and school procedures. |
| 1.5 | September 2020 | No changes |
| 1.6 | September 2021 | Changes to the morning routine |
| 1.7 | September 22 | Updated with new school start time |
| 1.8 | November 2022 | Updated in line with the School Attendance Guidance May 2022<br>- Regular attendance defined<br>- Change in Absence Request form |
| 1.9 | July 2023 | Updated in line with advice offered at Attendance meeting by the Local Authority<br>- Regular attendance defined |

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| | | - 'When should I send my child to school?' advice poster from the NHS added as an Appendix (2) (shared in the first assembly (23/24) back in September 2023<br>- Key legislation added<br>- *'School Attendance: Information for Parents and Carers'* – Appendix 3 |
| | September 2024 | Updated in accordance with statutory guidance 'Working Together to Improve School Attendance', August 2024.<br>Added appendices 4 - 6 |
| | September 2025 | - Reworded introduction for greater alignment with KCSIE 2025<br>- Acknowledgement that attendance is a cultural and safeguarding metric<br>- A new Tiered Framework for Attendance Concerns |
| | May 2026 | - Clearer wording on when a Penalty Notice will be issued.<br>- Added clarity for how families can monitor their children's attendance. |
| | September 2026 | - Updated in May ready for September 2026 |

Warden Hill PRIMARY SCHOOL

**Contents**


| | |
|---|---|
| 1 | Aims and scope of the policy |
| 2 | Strategies |
| 3 | Roles and responsibilities |
| 4 | School processes for recording attendance and absence |
| 5 | Illness |
| 6 | Authorised absence |
| 7 | Appointments |
| 8 | Frequent absences for medical reasons |
| 9 | Longer absences |
| 10 | Unauthorised absence |
| 11 | Request for leave of absence during term time (including holidays) |
| 12 | Attendance Concerns |
| 13 | Tiered Intervention Framework for Attendance Concerns |
| | Appendix 1: Declaration of absence during term time |
| | Appendix 2: 'Is my child too ill for school?' Poster generated by the NHS |
| | Appendix 3: '*School Attendance: Information for Parents and Carers*' |
| | Appendix 4: Attendance and Punctuality Guidance |
| | Appendix 5: Attendance and Punctuality Poster |
| | Appendix 6: Attendance Contract |

## INTRODUCTION

Warden Hill Primary School is committed to unlocking the potential in every child and maximising the achievement of all pupils. We believe that every child deserves the opportunity to thrive, and we recognise the clear and proven link between good attendance and educational success. Our aim is to promote regular attendance and punctuality so that every child can access high-quality learning experiences and achieve their full potential.

We believe that attendance is everyone's responsibility. Providing a calm, orderly, safe, and supportive environment where children feel valued and eager to learn is the foundation for securing good attendance. By working together—school staff, parents/carers, pupils, Gloucestershire County Council, and local partners—we strive to remove barriers to attendance through timely support and strong, trusting relationships.

The school expects pupils to attend every day that the school is open to them. This is how we define regular attendance. Our ethos reinforces that every child's presence matters and that they are missed when absent or late.

To take full advantage of the educational opportunities offered, pupils must attend school on time, every day, unless absence is unavoidable. Good attendance underpins attainment, confidence, and positive relationships with peers and staff.

**Improving attendance is a school priority.** Our objectives are to:

- Promote good attendance and punctuality.
- Ensure every child has access to the full-time education they are entitled to.
- Act early to address patterns of absence, including persistent and severe absence.

**The school aims for 100% attendance and for our overall figure to exceed the nationally expected 95%.**

In line with *Keeping Children Safe in Education (KCSIE) 2025*, attendance is regarded as a key safeguarding metric. Significant or unexplained absence will be treated as a safeguarding concern and addressed promptly in accordance with statutory guidance.

Finally, school attendance reflects the culture of our school. High levels of attendance demonstrate that children feel safe, valued, and motivated to learn. We are committed to fostering a culture where every child wants to attend and engage fully in their education.

## 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)
- School Attendance (Pupil Registration) (England) Regulations 2024
- The Education (Penalty Notices) (England) Regulations 2007, as amended
- The Anti-Social Behaviour Act 2003
- The Education (Information about Individual Pupils) (England) (Amendment) Regulations 2024

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

## 1. AIMS AND SCOPE

The aims of our attendance policy are:

- To maximise the attendance of all children
- To provide an environment which encourages regular attendance and makes attendance and punctuality a priority for all.
- To monitor, communicate with and support children and families where attendance is a cause for concern.
- To work in partnership with parents to resolve any attendance issues.
- To analyse attendance data to inform future policy and practice.
- To work with the educational entitlement and Inclusion Team, Social Care and Health Care to improve attendance.

## 2. STRATEGIES

At Warden Hill, attendance is a priority and is promoted by the following strategies:

- Good attendance is expected
- Attendance targets are set for the school year
- Parents/Carers are informed of the school's attendance
- Attendance data is analysed and informs future planning.

- Governors are regularly kept informed of attendance figures through the Head Teacher's Report to Governors
- Support and intervention are provided where poor attendance continues
- Pupils are provided with a secure, happy and stimulating environment where they are valued and welcomed so that they feel their presence in school is important
- Improved attendance is celebrated. We do not celebrate '*perfect*' attendance.
- Meetings are held with parents/carers regarding low attendance.
- Any parent requesting an absence during term time is required to come in for a meeting with the Attendance Champion to discuss why the request is needed.

Our school's Attendance Champion is Mr Antonious who can be contacted via: admin@wardenhill.gloucs.sch.uk

## 3. ROLES AND RESPONSIBILITIES

*Parents/Carers will:*

- Make sure their child attends school regularly and on time, appropriately dressed, equipped and ready to learn.
- Let the school office know before 9.30 am ***at the latest*** on the first day of absence from school to explain why their child is absent and when they expect them to return to school. This can be done via telephone or on the Eduspot APP. This must happen on each subsequent day of absence, the school should be advised as to when they are likely to return to school.
- Let the school know if they are having difficulty with attendance so that any available support or help can be provided.
- Seek permission from school prior to any absence that is not illness.
- Understand that there is **no entitlement** for parents to take their child out of school for a holiday and any parent willing to do so is committing an offence. We, as parents and the school, have a duty to ensure that children attend school. We both share this responsibility.
- Notify the school in writing if they intend to remove their child permanently from the school for any reason.
- Ensure that, where possible, appointments for their child are made outside of the school day.
- Proactively engage with support offered informally or formally to help their child overcome any barriers to attendance.

**Note**: If a parent/carer wishes to take a child out of school for **any** reason, please fill in our '*Declaration of Absence Request Form*'. We ask that a separate form is completed for each child you are intending to take out of school. Both parents consenting to this leave of absence ***must*** sign this form. We will then invite you in

to have an open conversation about the planned absence. We value this honesty and it is crucial to avoid any pupil being put in the position of having to be deceitful about the reason for their absence when they return to school.

*Pupils will:*

- Attend school on time every day that the school is open to them.

*Governors will:*

- Recognise the importance of school attendance and promote it across the school's ethos, values and policies.
- Ensure that school leaders fulfil expectations and statutory duties.
- Regularly review attendance data, discussing and challenging trends, and helping school leaders focus efforts on individual children or cohorts who need it the most.
- Ensure that school staff receive adequate training on attendance.
- Monitor, evaluate and review the attendance procedures at each governor meeting.
- Set targets for attendance annually (agreed in each September Governor meeting).
- Hold the Head Teacher to account for the implementation of this policy.
- Our Attendance Link Governor, Cheryl Cummings, to have oversight in ensuring that school attendance and individual needs of children is monitored rigorously by visiting the school for a monitoring visit.

*The Headteacher will:*

- Ensure that there is effective implementation of this policy.
- Support staff to monitor the attendance of their children.
- Ensure that everyone at school sees attendance as a priority.
- Promote the importance of good attendance to pupils and parents.
- Be available to discuss attendance concerns with pupils, parents, staff and governors
- Remind parents, at least annually, of attendance procedures.
- Oversee attendance procedures with the school's attendance champion.
- Request the issue of fixed-penalty notices, where necessary.

*The Attendance Champion is responsible for:*

- Championing and improving attendance across the school.
- Setting a clear vision for improving and maintaining good attendance.

- Establishing and maintaining effective systems for tackling absence and making sure they are followed by all members of staff.
- Having a strong grasp of absence data to focus the collective efforts of the school.
- Regularly monitoring and evaluating progress, including the efficacy of the school's strategies and processes.
- Communicating messages to children and parents.
- Delivering targeted intervention and support for children and families.
- Where there is a lack of engagement, holding formal conversations with parents and raising the issue of the potential need for legal intervention.

*The School Administrator (Attendance Officer) will:*

- Record the names of all absent pupils by 10am daily.
- Contact the parents/carers of any child who is absent from school on the first day of absence if a satisfactory reason has not been given. This will be initially be a message on the Eduspot APP, which will then be followed by a telephone call if a reply has not been received by 10am. This is because we have a duty to ensure your child's safety, as well as their regular school attendance.
- Record any child who arrives after 8:50am, together with the reason for lateness.
- Record children arriving late or leaving early, with the reason, on a daily basis in the 'pupil signing out' electronic system.
- Monitor lateness.
- Provide regular attendance reports and report any concerns about attendance to the Senior Attendance Champion who will then relay this information to school staff.
- Update SIMS regularly with attendance information.
- Update other data management systems with termly attendance.

*The School's Attendance Officer will in conjunction with SLT:*

- Write to parents/carers regarding any concerns about a child's attendance.
- Work in partnership with the families of persistent absentees and work towards improving attendance.
- Communicate with any families whose child's attendance drops below 95% (without apparent medical reason), discussing the school's policy and ways in which the school can support the family in improving attendance.
- Work with families whose children are persistently late for school.
- Communicate concerns about attendance issues to the Headteacher.

*Class Teachers will:*

- Emphasise the importance of attendance for successful learning through the praise and celebration of improved attendance.
- Provide an accurate record of attendance by taking the class register promptly at 8:45 am and 1.15pm, marking any child as late who arrives between 8:50am and 9.15 am.
- Respond promptly to any issues raised in the weekly analysis of attendance in collaboration with the Senior Attendance Champion and the Headteacher, if appropriate.
- Log any discussions with parents concerning attendance.
- Organise for work to be sent home for any child who is expected to be away for a prolonged period through illness.
- Report attendance (%) to parents on academic reports.
- Discuss the importance of good attendance at year group Curriculum Evenings.

As a school, we follow the Government's guidance on School Attendance as outlined by this document, which clearly states what is expected from the school, the parents and from the Local Authority for **all** pupils (including SEN and pupil's with a social worker) at risk of becoming persistently absent, persistently absent pupils and severely absent pupils. Please note we are a maintained school for reference when reading the table:
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1073619/Summary_table_of_responsibilities_for_school_attendance.pdf

## 4. SCHOOL PROCESSES FOR RECORDING ATTENDANCE AND ABSENCE

We will keep an electronic attendance register and place all pupils onto this register.
We will take our attendance register at the start of each morning session of the school day and once during each afternoon session. It will mark whether every pupil is:

- Present
- Absent

We will also record:

- Whether the absence is authorised or not by using the appropriate national attendance and absence codes from regulation 10 of the School Attendance (Pupil Registration) (England) Regulations 2024.
- 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 6 years after the date on which the entry was made.
We expect all children to be in their classroom by 8.45am and they are permitted to arrive from 8.35am onwards. At 8.45 the register will be taken.

Children who arrive after 8.45am must report to the school office so that their attendance and lateness can be recorded.

The school day finishes at 3.15pm. If any child needs to leave before the end of the day, parents/carers must contact the school office with the reason. Children must then be collected from the school office and signed out by the parent/carer.

Children should be collected promptly at the end of the school day at 3.15pm. Where late collection is persistent and/or significantly late, the school is obliged to take any uncollected pupil to a place of safety and share concerns, with parents in the first instance and then if necessary, with other agencies. If the problem persists, the school has the right to place the pupil in after school club and provide the parent/carer with the bill.

## 5. ILLNESS

Parents/Carers must contact the school on the first day of absence by 9:30am ***at the latest*** to provide the reason for the absence and, where possible, on each subsequent day of absence.

If your child is absent and we have not heard from you, we will initially contact you on the Eduspot APP. This will be followed by a telephone call if a reply has not been received by 10am. This is because we have a duty to ensure your child's safety, as well as their regular school attendance.
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.
Please see Appendix 2 for an updated poster from the NHS. *'Is my child too ill for school.'*

## 6. AUTHORISED ABSENCE

Authorised absence is when a pupil:

- Is absent with prior permission from the school.

- Approved educational activities, including when a child is participating in a school-organised visit, an authorised off-site activity, attending a visit to a prospective secondary school, or receiving approved off-site tuition.
- Is too unwell to attend school or is attending a medical or dentist appointment. However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.
- Is away for a day set aside by their parent's religion for religious observance.
- Has suffered a family bereavement.
- Has been excluded.

*Exceptional Circumstances:*

The principles for defining exceptional are rare, significant, or unavoidable, which means the event could not reasonably be scheduled at another time. The requirement for exceptional circumstances means that the vast majority of requests for holidays will be refused.

The school considers each application for term-time absence individually, taking-into-account 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 the school's leave of absence request form available from the main school office. The headteacher may require evidence to support any request for leave of absence. The Headteacher will consider the request carefully and will look at the child's attendance data, the pupil's age and stage of education before notifying the parents whether she is able to authorise the absence or not.
***Please note*** that authorisation will not be given for leave during assessment periods, or the first 4 weeks of the school year or for more than 10 days unless circumstances are truly exceptional.

*Exceptional circumstance may include:*

- The need for a family to spend time together after a family crisis.
- Holidays with parents who are service personnel are prevented from taking holidays outside term time if the holiday will have a minimal disruption to the child's education.

Please note:
- Family weddings will only be authorised if it is the immediate family member to the child who is getting married.

- Authorisation will also be given if the child is chosen to be a page boy/bridesmaid in the wedding as this is such a wonderful thing to experience.
- Not being able to afford a family holiday during holiday time **is not** an exceptional circumstance.

## 7. APPOINTMENTS

Where possible, appointments should be made outside of school hours. If it is really necessary to arrange appointments during school hours, school should be notified in advance. If pupils are leaving school during the day for an appointment, then the school office should be informed when the child leaves the premises and when they return. This will be recorded on our electronic 'pupil signing out' system. If present during registration, then no amendment to the register is necessary. If absent during registration, then the register will be marked with an authorised absence.

## 8. FREQUENT ABSENCES FOR MEDICAL REASONS

When a pupil frequently misses school for medical reasons, the school will consult with the medical service. Where necessary, a referral will be made so that the school can make an evaluation of the child's educational and health needs.

## 9. LONGER ABSENCES

Pupils who have been absent for a long period of time will be positively welcomed back to school; they will be supported so that they can catch up with missed work. Friendship groups will be monitored for a period of time, to ensure that the pupil settles smoothly back into school life.

## 10. UNAUTHORISED ABSENCE

Unauthorised absence is when a pupil:

- Is absent and no explanation, or an unacceptable explanation, is given.
- Is away from school on a holiday

*An approved educational activity is not recorded as an absence and will be marked accordingly when a child is on an educational /school visit, is attending an approved off-site activity or is receiving special offsite tuition.*

## 11. REQUEST FOR LEAVE OF ABSENCE DURING TERM TIME (INCLUDING HOLIDAYS)

If a family requests leave of absence during term time, including for a holiday, a meeting will be arranged with the school's Attendance Champion to discuss the request. During this meeting, the importance of regular school attendance will be explained, along with the potential impact that time away from school may have on your child's learning and progress. Any next steps will also be outlined.

Please note that if leave is taken without authorisation, this is considered an offence.

### Levels of Leave and Consequences

- **10 or more unauthorised sessions (5 days):**
  Any single period of 10 or more unauthorised sessions will automatically result in a penalty notice.
- **Multiple periods of leave totalling 10 sessions in 10 weeks:**
  If several shorter absences add up to 10 sessions, a penalty notice will also be issued.
- **Fewer than 10 sessions:**
  Absences under 10 sessions will be monitored for 10 weeks. If further unauthorised absences occur during this time, the school may, in liaison with the Local Authority, issue a penalty notice.

If a request for 10 or more sessions is refused but the leave is still taken, the absence will be recorded as unauthorised. A formal meeting will then take place to explain the next steps. Following the leave, the school will proceed to the next stage of the legal process by contacting the Local Authority to begin issuing a penalty notice.

**A Fixed Penalty Notice** is a fine issued to each parent or carer who has parental responsibility. The school will remain in contact with families throughout this process.

Section 444 of the Education Act 1996 gives powers to the Local Authority (LA) to issue Penalty Notices when a parent or carer is considered capable of, but has failed to secure their child's regular school attendance and/or punctuality.

The school must consider requesting Gloucestershire County Council issue a fine to parents for the unauthorised absence of their child from school, where the child is of compulsory school age and the national threshold has been met. Fixed penalty notices are issued in accordance with the Local Authority Penalty Notice Code of Conduct Attendance - Schoolsnet (gloucestershire.gov.uk)

If issued with a fine or penalty notice each parent must pay £80 (per child) if paid within 21 days rising to £160 thereafter. If not paid within 28 days the Local Authority can decide whether to prosecute or withdraw the notice – note there is no right of appeal in court by parents against a fixed penalty notice. The national framework for penalty notices sets out that a maximum of 2 penalty notices per child, per parent can be issued within a rolling 3-year period (the second one being payable at £160 with no option to reduce fine by making payment earlier). If the national threshold is met for a third (or subsequent) time within 3 years, the Local Authority will consider prosecution through the magistrates' court under Section 444(1) of the Education Act 1996.

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.

This is inline with Gloucestershire Local Authority's Code of Conduct for issuing penalty notices.

https://www.gloucestershire.gov.uk/schoolsnet/your-pupils/attendance/advice-on-legal-proceedings/code-of-conduct-for-issuing-education-penalty-notices/#:~:text=A%20maximum%20of%20two%20penalty,offence%20in%20a%20magistrates'%20court.

## 12. ATTENDANCE AND PARTNERSHIP WITH FAMILIES

At Warden Hill, we know that good attendance is key to helping children feel confident, make progress, and succeed. We are committed to working in partnership with families to support strong attendance and remove any barriers that may make it difficult for children to attend school regularly.

Parents are able to monitor their child's attendance through Eduspot. Within the system, you can view your child's overall attendance percentage as well as identify any emerging patterns. In addition, attendance is discussed during parents' evening and is formally reported in your child's end-of-year report, ensuring clear and regular communication between school and home.

Schools are now required to monitor attendance more closely and follow a tiered approach (outlined in Section 13 of this policy). This means we will work with families in a stepped, supportive way—offering help early and increasing support where needed.

We define good attendance as 95% or above. Research shows that when attendance falls below this level, children can begin to miss important learning, which may affect their progress over time. We recognise that attendance percentages are a guide and can be influenced by when absences occur during the school year—for example, a genuine illness at the start of term may result in a lower percentage but would not automatically trigger attendance meetings or concern.

- When a child's attendance falls below 95%, class teachers will begin to work closely with families to offer support and understand any concerns.
- If attendance drops to 90% or below, this is classed nationally as persistent absence. At this stage, our Attendance Champion will become involved to provide additional support and guidance.
- If attendance falls below 80% without medical or exceptional reasons, an Attendance Improvement Meeting will be arranged. This meeting will agree clear steps for rapid improvement and ensure that the right support is in place.

Our aim is always to take a supportive and understanding approach, working together with families to identify challenges and find effective solutions.

However, where attendance does not improve despite this support:

- A Notice to Improve may be issued.
- If there is still insufficient improvement, the school may then consider penalty notices, in line with Local Authority guidance.

A child who misses 10% or more of school across the year is classed as a persistent absentee. Severe absence is when a child misses 50% or more of school. We monitor all attendance carefully so that we can act early and provide the appropriate level of support.

## 13. TIERED INTERVENTION FRAMEWORK FOR ATTENDANCE CONCERNS

### Tier 1: Early Signs (Attendance 95–92%)

**Goal:** Act quickly to prevent persistent absence.

- **Actions for Pupil**
  - Class Teacher/ TA to have warm, non-judgmental conversation about reasons for absence reinforcing that they were missed.
  - Class Teacher to praise improvement, not just 100% attendance.
  - Attendance Champion celebrates class attendance to be celebrated in Whole School Assemblies
- **Actions for Family**

    - Class Teacher to have informal contact to share attendance figures in hours/days.
    - Class Teacher provides accessible information on support and expectations. Signpost parents to attendance leaflet and Attendance Well-being video.
- **Actions for School**
    - Attendance Officer to have warm, non-judgmental conversation about reasons for absence.
    - Attendance Champion celebrates attendance in Whole School Assembly.
    - Attendance Champion monitors patterns and flags concerns and celebrates attendance with staff.
    - Data-driven triggers: e.g., "If 3 consecutive absences occur without explanation, initiate Tier 1 conversation."
    - Attendance Champion communicates to staff any vulnerable pupils.
    - Class Teacher- work with and support home
    - Class Teacher- record all interventions clearly on CPOMs.

**Tier 2: Emerging Concern (Attendance 92–90%)**

**Goal:** Remove barriers and increase engagement.

- **Actions for Pupil**
    - Class Teacher identifies a trusted adult.
    - Trusted adult meets and greets the child in the morning to facilitate coming into school.
    - Pupil asked by trusted adult what are the barriers and how school can best support them.
- **Actions for Family**
    - Class Teacher to discuss with the family the barriers to school attendance and record on CPOMs.
- **Actions for School**
    - Children raised in WHPS Safeguarding and Attendance Meetings
    - Offer incentives (e.g., praise postcards, extra playtime).
    - Offer clubs on known days with attendance issues.
    - Class Teacher hold attendance meeting with parents.
    - Mental health screening questions early to identify anxiety or SEND needs

**Tier 3: Persistent Absence (Attendance <90%)**

**Goal:** Formalise support and escalate if needed.

- **Actions for Pupil**
    - Well-being lead to discuss barriers to attending.

    - Well-being Lead facilitates New terms/New starts build in intentions and goals
    - Maintain regular wellbeing check-ins with trusted adult.
    - Attendance Champion assign a Buddy/Mentor could be a classmate/older child
- **Actions for Family**
    - Well-being Lead to discuss barriers with family.
    - Family attend initial Attendance Meeting
    - Share legal responsibilities and consequences clearly.
    - Reach out to sibling schools to check sibling's attendance
- **Actions for School**
    - Children raised in WHPS Safeguarding and Attendance Meeting
    - Attendance Champion holds intervention meeting discussing barriers, support and a short-term target to help support the family. Record on CPOMs
    - Involve external agencies (Early Help, School Nurse, Talkwell) for further support.
    - Notify school inclusion officer of our concerns and the short-term plans in place to improve attendance.
    - Review and collate all communication for evidence.

**Tier 4: Persistent Absence+ (Attendance <80%)**

**Goal:** Set goals for rapid improvement with family

- **Actions for Pupil**
    - Offer alternative start times or quiet arrival spaces.
    - Offer incentives (extra playtime, personal choice of clubs).
    - Support first ethos
- **Actions for Family**
    - Home visit to discuss barriers and agree practical solutions.
    - Attend AIMs (Attendance Improvement Meetings) initiated.
    - Explain Notices to Improve and Penalty Notices.
    - Offer wrap-around care or breakfast club.
- **Actions for School**
    - Children raised in WHPS Safeguarding and Attendance Meeting
    - AIMs (Attendance Improvement Meetings) initiated.
    - If the attendance keeps declining, a further meeting and an attendance contract is issued
    - SMART goals for attendance contracts (Specific, Measurable, Achievable, Relevant, Time-bound).
    - Notify school's inclusion officer that an attendance contract has been issued
    - Consider Staff pickup.

- School explore flexible curriculum options and could change curriculum days to encourage attendance
- Introduce multi-agency case conference
- Begin Graduated Pathway/My Plan for additional needs.
- Consult school's inclusion officer

**Tier 5: Severe Absence (Attendance <50%)**

**Goal:** Prepare for legal intervention while maintaining support-first ethos.

- **Actions for Pupil**
  - Daily/weekly welfare checks.
  - Encourage engagement in extracurricular activities.
- **Actions for Family**
  - Clear information for the family about the process and next steps
  - Practical support such as transportation, wrap around care has been explored
  - Further support from other agencies such as counselling
  - Positive communication with school about what is working
- **Actions for School**
  - Letter on next steps
  - Collate evidence of all supportive measures.
  - Consult Inclusion Officer and LA for next steps.
  - Request a notice to improve
  - As necessary request a penalty notice
  - Include reintegration planning for pupils returning after prolonged absence
  - Risk assessment for safeguarding if absence is linked to neglect or exploitation.
  - Consider Education Supervision Orders or Section 19 provision.

**Key Principles Across All Tiers**

- All Parent requests for absences from school have a meeting with the Attendance Champion
- If parent's do not inform school a letter is automatically sent to parents.
- All staff build connection and sense of belonging through valuing school attendance
- Act early and proportionately.
- Keep approach support-first, escalate only after exhausting reasonable adjustments.
- School will run cuppa and connects on the importance of attendance and strategies to overcome barriers.
- The Attendance Champion will monitor (attendance trends, seasonal dips) to intervene before thresholds are crossed.

- Attendance is viewed over time and not just as a percentage because absence at the start of term would be disproportionately large. This documents Percentages are in line with Insight Attendance Tracking
- Document all actions for transparency and compliance.
- Plan communication around the end of term and attendance
- Consider cultural sensitivity training for staff to address attendance barriers linked to cultural or religious factors.