

Phoenix Infant Academy
Together We Soar



Name of Policy	Attendance Procedure
Scope of Policy	The attendance of all children
Approved by	Principal
Date of Approval	September 2024
Review period	Annually
Review Date	September 2025

GROWING STRONGER TOGETHER



**THAMES LEARNING
TRUST**

Contents

1. Aims	3
2. Legislation and guidance	3
3. Roles and responsibilities	4
3.1 The Board of Trustees	4
3.2 The Principal	4
3.3 The designated senior leader responsible for attendance – Senior Attendance Champion	4
3.4 The attendance officer	5
3.5 Class teachers	5
3.6 School office staff	6
3.7 Parents/carers	6
3.8 Children	6
4. Recording attendance	7
4.1 Attendance register	7
4.2 Timings for the school day	8
4.3 Unplanned absence	8
4.4 Planned absence	9
4.5 Lateness and punctuality	10
4.6 Following up unexplained absence	11
4.7 Reporting to parents/carers	11
5. Reducing Persistent Absence	11
5.1 Legal sanctions	12
5.2 Attendance Contracts	13
6. Strategies for promoting attendance	13
6.1 Promoting attendance for children with additional needs	13
6.2 Long term physical or mental ill health	14
6.2 Promoting attendance for children with special educational needs and disabilities	14
7. Attendance monitoring	15
7.1 Monitoring attendance	15
7.2 Analysing attendance	16
7.3 Using data to improve attendance	16
8. Monitoring arrangements	16
9. Links with other policies	16
Appendix 1: Attendance codes	17
Appendix 2: Escalated Approach - model	18
Appendix 3: Withdrawal from Learning Form	19

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
- Reducing absence, including persistent and severe absence
- Ensuring every child has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to ensure children have the support in place to attend school

To support good attendance, and safeguarding, at Phoenix Infants we:

- Ensure the school is welcoming and every child feels a sense of belonging and connectedness.
- Ensure the school site is open at the stated times.
- Ensure the regular, efficient, and accurate recording of attendance is complete by every class teacher each day. This further supports our approach to safeguarding within the school.
- Take safeguarding seriously and we will always contact the parent(s) on the day that their child is absent from school, this includes before and after-school clubs. If a child arrives late after the close of registration, we will record their arrival at reception and transition the child to class.
- Consider any requests for leave in term time individually. This will be aligned to the Local Authority 'Code of Conduct'.
- Notify the Local Authority within 5 days if a new child is joining the school roll.
- Inform the Local Authority of children whose parents have notified the school in writing and have opted for Elective Home Education.
- Work closely with the School Attendance Support Team.
- Notify the Local Authority of Children Missing in Education – aligned to the DfE 2022 Attendance paper.

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 \(Child Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)

➤ [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

It also refers to:

➤ [School census guidance](#)

➤ [Keeping Children Safe in Education](#)

➤ [Mental health issues affecting a child's attendance: guidance for schools](#)

3. Roles and responsibilities

3.1 The Board of Trustees

The Board of Trustees is responsible for:

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

3.2 The Principal

The Principal is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to Trustees
- Supporting staff with monitoring the attendance of individual children
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary

3.3 The designated senior leader responsible for attendance – Senior Attendance Champion

The Senior Attendance Champion will promote good attendance and punctuality. They will:

- regularly meet with their Line Manager reporting on progress and next steps planning;
- attend SBC attendance meetings;
- implement the 5 Foundations of Effective Attendance Practice framework;
- ensure the Foundations action plan is monitored and actioned throughout the school year;
- provide training and support to staff;
- participate in pre-legal meetings;
- use attendance data to make links with attendance and academic performance;
- lead attendance reward assemblies;

- ensure that reference to attendance is included in all school documentation e.g. newsletters, letters to parents, school prospectus, information for booklets;
- devise specific strategies to address areas of poor attendance identified through data
- build relationships with parents/carers to discuss and tackle attendance issues
- create intervention / reintegration plans in partnership with children and their parents/carers
- deliver targeted intervention and support to children and families

The Senior Attendance Champion for Phoenix Infant Academy is Kevin Bowskill (Vice Principal) and can be contacted via 01753521888 or post@phoenixinfants.uk .

3.4 The attendance officer

The Attendance Officer is responsible for regularly checking attendance data and ensuring data is accurate and up to date. The Attendance Officer will:

- ensure that data is input daily into the attendance management system;
- ensure that parents of absent children are contacted where notification of absence has not been received in a timely manner after the close of registration;
- respond to any parent seeking support on attendance concerns;
- provide regular attendance and punctuality data for relevant staff and external agencies in line with the agreed procedures and timescales;
- be responsible for disseminating important attendance information including informing the Senior Attendance Champion of which children are of concern; in-line with the agreed procedures and timescales;
- be responsible for keeping a record of the interventions in place to encourage attendance and for generating all documentation including letters to parents;
- be responsible for liaising closely with the Local Authority's Attendance Team to ensure appropriate levels of intervention take place; referrals are made, and attendance meetings are set up;
- be responsible for managing and maintaining attendance records and systems.
- advise the Principal/Designated Senior Leader (authorised by the Principal) when to issue fixed-penalty notices

The attendance officer is Nikki Tibballs and can be contacted via 01753521888 or post@phoenixinfants.uk .

3.5 Class teachers

Class Teacher's and support staff are the key staff members in promoting regular punctual attendance. The Class teacher, or support staff – in their absence, will:

- provide a good example by always being punctual to registration and meeting children at the door – providing a welcoming environment;
- keep an accurate and up-to-date register of attendance;
- follow the Attendance Procedure when dealing with absences and punctuality;

- maintain swift action and effective communication with Phase leaders and/or School Senior Attendance Champion on all attendance matters concerning the child or class group;
- ensure that children are aware of the importance of the school attendance target and their own individual attendance targets - where appropriate assist them in monitoring their own attendance rates;
- ensure children receive rewards in relation to attendance and punctuality success – aligned to the Attendance Policy;
- build a welcoming atmosphere in the classroom and provide support as necessary when children return after an absence.

3.6 School office staff

School office staff will:

- Take calls from parents/carers about absence on a day-to-day basis and record it on the school system
- Transfer calls from parents/carers to a Senior Leader in order to provide them with more detailed support on attendance

3.7 Parents/carers

- Parents are expected to make sure their child attends every day on time
- Parents must provide the school with more than 1 emergency contact number for their child
- Parents are legally responsible for ensuring their children attend the Academy regularly and may risk prosecution if they fail in this responsibility.
- Parents should ensure that their children arrive at school on time, with the correct equipment and in full school uniform.
- Parents should support the school by avoiding, if possible, non-emergency medical/dental appointments for their child during school time.
- Parents should be aware that they do not have the automatic right to take their child out of the school for a holiday during term time.
- It is the parents' responsibility to inform the school of the reason for a child's absence on the **1st day of absence – before 8:30am** and in line with the school's procedures for informing an absence.
- All unexplained attendances will be monitored, and parents will be kept informed about any attendance concerns relating to their own child. Parents are expected to attend meetings when requested and support the Academy in responding to ongoing attendance concerns.
- In the event of any long-term absence, work with the school to support recovering missed learning.

3.8 Children

Children are expected to:

- Attend school every day on time

4. Recording attendance

4.1 Attendance register

We will keep an attendance register, and place all children onto this register.

We will take our attendance register at the start of each school day and once at the beginning of the afternoon session. It will mark whether every child is:

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

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

See appendix 1 for the DfE attendance codes.

We will also record:

- Whether the absence is authorised or not
- The nature of the activity if a child is attending an approved educational activity
- The nature of circumstances where a child 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.

4.2 Timings for the school day

4.2.1 Start of school day / Mornings (am session)

Children must arrive in school before 8:55am on each school day.

Doors open for children at 8:45am, the class register will close promptly at 9:00 am. Children arriving after the close of registration will be recorded as late. Late marks will not be authorised and will count as an absence for the school AM session. Punctuality is recorded and this will be added to your child's record of attendance; a letter will be sent to parents every half term regarding attendance concerns of a child. If a child arrives at school after 9.25am they will be registered under the 'U' code.

The absence will only be authorised if a satisfactory explanation for the late arrival can be provided, for example, attendance at a medical appointment.

The absence will be recorded as unauthorised if a child has arrived late without justifiable cause, for example they "woke up late" or were "waiting for their uniform to dry".

4.2.2 End of school day / Afternoon (pm)

Children must be collected from their classroom door at 3:15pm, each school day.

Classroom doors will open at 3:15pm and will remain supervised until 3:25pm. After this time, the classroom doors will be closed and any 'late' collections will need to be made via the school office.

4.3 Unplanned absence

At Phoenix Infants we expect our parents to make contact at the earliest opportunity on the day of any absence; before 8:00am. This can be done via email: post@phoenixinfants.uk or by telephone call: 01753521888.

If we have not received communication regarding a child's absence, we will always make contact through Class Dojo, after initially trying to call. We will use all contacts provided, via SIMS to attempt to make contact with the parent / family.

Where we have on-going concerns regarding a child's attendance, we will visit the home address and write to the parent. We may even invite parents to meet with a member of staff to discuss any on-going concerns regarding attendance. It is important that parents talk to us at Phoenix Infants; parents are legally responsible under Education Act 1996 for ensuring that their child is in school every day and on time. If we cannot make contact with a parent, we will continue to make announced and unannounced home visits, regarding any concerns we may have surrounding attendance at Phoenix Infants.

Parents are expected to adhere to the following approach:

If your child is absent as a result of illness, please phone us before 08:00 on 01753 521888, on the first day of absence and each subsequent day, to let us know the reason. Please leave a voicemail stating your child's name, class and an explanation for their absence.

When your child is well enough to return to school, you must show one of the following if he or she has been absent for 3 or more consecutive school days (or 6 or more consecutive sessions) and hand to a member of the school office:

- A signed/stamped Doctor's note dated from the time of absence;

- An appointment card signed/stamped by the medical practice or department and dated from the time of absence;
- A receipt for over-the-counter medicine dated from the time of absence;
- Any prescribed medicine with an affixed sticker including the date from the time of absence;
- An official text from a medical establishment showing confirmation of a medical appointment.

For absences of up to 2 consecutive school days, or 4 consecutive sessions, please provide a letter/email/Class Dojo message explaining the reason for their absence. We will mark absence due to physical or mental illness as authorised unless the school has a genuine concern about the authenticity of the illness.

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.

Upon day 3 or 4 of any consecutive school absence, a home visit will be conducted – this may be shortened to day 2 or 3, if the 4th day falls on a weekend. This is to ensure the wellbeing and welfare of the child can be monitored and parental support offered where possible. This measure is a supportive role aimed at supporting families with absence and offering support, where possible, to help reduce the length of absence. There may be occasions where the school is conducting a series of home visits and conducts a home visit on day 2, again, as a supportive measure to offer support and check on the welfare of the child.

Where the school has concern about the welfare of the child, the legitimacy of the absence explanation, or the child is already being monitored for attendance concerns, then a home visit can be conducted from the 2nd day of consecutive absence.

4.4 Planned 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 child’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
- Traveller children 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 child is attending educational provision

Attending a medical or dental appointment will be counted as authorised as long as the child’s parent/carer notifies the school in advance of the appointment.

We encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the child should be out of school for the minimum amount of time necessary.

All planned absences, beyond medical appointments, should be communicated to the school by completing a 'Withdrawal from Learning' form. These can be collected from the school office.

The child's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. A minimum notice of 2 weeks must be provided for the absence to be considered as authorised.

Head teachers may only grant leave in 'exceptional circumstances' only. Parents wishing to apply for leave during term time must complete a 'Withdrawal from Learning' form before making any arrangements. Retrospective requests will not be considered and therefore will result in the absence being categorised as unauthorised. The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. The school will require evidence to support any request for leave of absence.

If a child fails to return to Phoenix Infants and successful contact with the parent has not been made or received, the school may take the child off the school's roll in compliance with the Education (Child registration, England) Regulations 2006. This means that the child may lose their school place.

If the permission to take leave is not granted and the child is still absent from school, the absence will be unauthorised. In such cases the school may consider legal action which could lead to penalties and fines.

Only in exceptional circumstances will absence be agreed. In such cases, consideration will be given to the cultural needs and the family circumstances, such as minority ethnic children returning to their country of origin. In these cases, granting leave for longer periods than normal may be considered justified. In all cases though, parents will be required to justify why the leave needs to be taken during term time. Only the Headteacher, after discussion with the Senior Attendance Champion, can authorise any extended period of leave.

If your child **is not** statutory school age and has been continually absent for 20 school days then your child's school place could be withdrawn. The school will consider all items listed in the DfE's "Working together to improve school attendance" document (p74) before taking the child off roll.

4.5 Lateness and punctuality

Our school gates close at 8:55am. If your child arrives after this time they should enter through the main office. A child who arrives late:

- Before the register has closed (09:05am) will be marked as late, using the L code
- After the register has closed (09:25am) will be marked as absent, using the U code – which is an unauthorised absence

If your child is collected after 3:25pm in the afternoon, this will be classed as a 'late collection'.

If your child attends an afterschool club, a 'late collection' is 10 minutes after the advertised ending of the school club. Repeated late collections could result in your child being removed from the afterschool club.

Any 'late' collections will require your child to be 'signed out' using the school's signing in/out screen in the main entrance.

The admin team record all late arrivals and time of arrival. The school operates a “3 in 3” approach, whereby communication will be made with parents when there are 3 “lates” within a 3 week period. At this point, our aim is to support families and identify pathways to improve punctuality.

If there are continued problems with repeated poor punctuality, parents will be invited to a meeting with the Senior Attendance Champion to discuss any difficulties and areas of support that may be required; this may also include an attendance contract outlining targets and goals, alongside sanctions.

4.6 Following up unexplained absence

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

- Call the child’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 child’s emergency contacts, the school will use Class Dojo to message the parent(s). This process will be repeated throughout the day until contact has been made. In the event of a 2nd consecutive day without contact (*3rd session without communication*) – a home visit will be conducted. If there are prior concerns about the child’s attendance / safeguarding – a home visit will be conducted in the pm of the 1st day.
- Identify whether the absence is authorised 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 Slough Borough Council Attendance Team or make a Safeguarding Referral.

4.7 Reporting to parents/carers

The school reports to parents/carers on their child’s attendance record annually in the written end-of-year report and also verbally during termly parent/carer meetings. You may also receive a termly written report if your child’s attendance drops below the thresholds outlined in the ‘Escalated Approach to Supporting Attendance’ (Appendix 2).

5. Reducing Persistent Absence

At Phoenix Infants we aim to communicate the importance of attendance with parents and children. We believe that a positive culture of attendance, created with our families, reduces the risk of Persistent Absence. The Persistent Absence threshold for children is currently 10%; a child with an attendance of less than 90% is classified as Persistently Absent.

The threshold means that any child will be classed as Persistently Absent when they have missed 38 or more sessions in an academic year. This equates to 19, or more, missed days during the academic year - which is as little as 6 days over each of the three Terms. This also equates to the equivalent of 1 day of absence, or more, a fortnight across a full school year. We will use a 19-day tracking system, in line with our Escalated Approach, to make parents aware of the number of days their child has missed in education. This will allow us

to work together to reduce the number of days and attempt to prevent their child from reaching this number.

The school will send out persistent absence letters, as they arise after weekly data analysis, and the Senior Attendance Champion will arrange a meeting where there are concerns. The meeting is an opportunity to discuss any difficulties or concerns a family may have which is leading to the persistent absence; this meeting is also an opportunity to identify ways the school can support the family.

Once we have exhausted all levels of school based and external support to improve a persistent absentee's attendance, we will then report this to the Local Authority and follow external legal proceedings.

5.1 Legal sanctions

The school or local authority can issue a fine to parents/carers for the unauthorised absence of their child from school, where the child is of compulsory school age, when the National threshold has been reached.

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).

The decision on whether or not to issue a penalty notice may take into account:

- The number of unauthorised absences occurring within a 10 week rolling period
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where an excluded child is found in a public place during school hours without a justifiable reason

Penalty notices can be issued by a Principal, local authority officer or the police.

If issued with a fine, or penalty notice, each parent/carer must pay £80 within 21 days or £160 within 28 days. The payment must be made directly to the local authority.

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

A fixed penalty notice can be issued for a 2nd offence, within 3 years of the first fixed penalty notice issued. The second time a Penalty Notice is issued for unauthorised term time leave or irregular attendance, the amount will be: £160 per parent per child, to be paid within 28 days. There is no reduction for early payment.

If there is a 3rd offence within 3 years of the first fixed penalty notice, a penalty notice will not be issued and the case will be presented straight to the Magistrates' Court. Fines can be around £2500 per parent, per child.

5.2 Attendance Contracts

Our aim is to have supported our families so that a child's attendance improves with immediate effect. We also recognize there are occasions where a more formalised approach is needed, to support families with improving attendance.

Attendance Contracts are used to target improvements for:

- Attendance
- Punctuality
- Reduce / support the barriers to improving attendance

We also use our Attendance Contracts to focus support and advice for our families, to work collaboratively to improve the attendance areas identified. These will be short term goals, with a high expectation of success, that provide the steps needed for our families to improve their child's attendance.

Where the Attendance Contract proves unsuccessful, the process will be reviewed and escalated to Slough Borough Council, where needed.

6. Strategies for promoting attendance

At Phoenix Infants we feel it is important to reward children who have achieved good or significantly improved attendance. Each term, we celebrate the children's attendance through:

- Weekly class trophy awarded in our Celebration Assembly
- Termly certificates for the children reaching 100% attendance
- End of Term Attendance Disco
- Termly prize draws for attendance of 96% or above

We notify parents of our whole school attendance percentage in our newsletter and advise them when we have school attendance campaign weeks. The weekly 96% Attendance Challenge allows classes to celebrate their collective attendance successes.

Phoenix Infants will always challenge falling attendance and reward improvements. We are committed to the future of all children that attend Phoenix Infants, and by working in partnership with the school community we believe that together we can achieve more.

6.1 Promoting attendance for children with additional needs

Many children will experience normal but difficult emotions that make them nervous about attending school, such as worries about friendships, schoolwork, examinations or variable moods. It is important to note that these children are still expected to attend school regularly - in many instances, attendance at school may serve to help with the underlying issue as being away from school might exacerbate it, and a prolonged period of absence may heighten anxious feelings about attending in future.

We recognize that some of our children face more complex barriers to attendance. This can include pupils who have long term physical or mental health conditions or who have special educational needs and disabilities (SEND). Their right to an education is the same as any

other child and therefore the attendance ambition for these children is the same as it is for any other child; however we understand that additional support may need to be provided.

In developing this support, the usual processes relevant to any attendance case apply:

- Understanding the individual needs of the child and family
- Working in partnership with the child and family to put in-school support in place and working with other the local authority and other agencies where external support is needed (and available)
- Regularly reviewing and updating the support approach to make sure it continues to meet individual needs

6.2 Long term physical or mental ill health

In cases of both long term physical or mental ill health, school staff will not diagnose or treat physical or mental health conditions. However we will work together with families and other agencies with the aim of ensuring regular attendance for every child. We will:

- Facilitate any relevant pastoral support with the clear aim of improving attendance as much as possible whilst supporting the underlying health issue.
- Consider adjustments to practice and policies to help meet the needs of children who are struggling to attend school, as well as making formal reasonable adjustments under section 20 of the Equality Act 2010 where a child has a disability. Any adjustments will be agreed by, and regularly reviewed with the child and their parents.
- Consider whether a time-limited phased return to school would be appropriate, for example for those affected by anxious feelings about school attendance.
- Make a sickness return to the local authority if a pupil is recorded in the attendance register as absent using code I (unable to attend because of sickness) and there are reasonable grounds to believe the child will have to miss 15 consecutive school days or more for illness or the child's total number of school days missed during the current school year because of illness (whether consecutive or cumulative) will reach or exceed 15 school days.

6.2 Promoting attendance for children with special educational needs and disabilities

For children with special educational needs and disabilities, we will aim to:

- Work in partnership with parents to develop specific support approaches for attendance for children with special educational needs and disabilities, including, where applicable, ensuring the provision outlined in the pupil's education, health and care plan is accessed.
- Establish strategies for removing the in-school barriers these children face, including considering support or reasonable adjustments for uniform, transport, routines, access to support in school and lunchtime arrangements.
- Consider adjustments to practice and policies to help meet the needs of children who are struggling to attend school, as well as making formal reasonable adjustments under section 20 of the Equality Act 2010 where a pupil has a disability. Any adjustments should be agreed by, and regularly reviewed with the child and their parents.

- Ensure joined up pastoral care is in place where needed and consider whether a time-limited phased return to school would be appropriate.

If a child has an educational health care plan, we will:

- Communicate with the local authority where a pupil's attendance falls or we become aware of barriers to attendance that relate to the child's needs.
- Where possible, agree adjustments to our policies and practices that are consistent with the special educational provision set out in the education health and care plan in collaboration with parents.
- Where needed, work with the local authority to review and amend the education health and care plan to incorporate the additional or different attendance support identified.

7. Attendance monitoring

Along with the Senior Attendance Champion, the Attendance Officer monitors the attendance of all children daily. Based on the child's prior attendance, this could include close daily / weekly monitoring and analysis.

Alongside the Escalated Approach to supporting attendance, we monitor the child's attendance based on the following stages:

- Stage 1 – 5 days absence has occurred. A letter is sent to parents informing them that this has arisen and an improvement needs to be seen.
- Stage 2 – 8 days absence has occurred. A letter is sent to parents, attendance is closely monitored for the subsequent 3 weeks and a meeting with the Senior Attendance Champion will be held where there are concerns.
- Stage 3 – 10 days absence. Parents are invited to a meeting where a review of early help and intervention programmes can be discussed, to seek an improvement in attendance. The school will consider the support of external service at this stage.

If absence continues beyond 10 days, attendance contracts or supervision orders will be considered along with intervention with Slough Borough Council.

7.1 Monitoring attendance

Weekly attendance meetings will be held between the Senior Attendance Champion and the Senior Leadership Team. Meetings will focus on agreed actions for those children of concern. The purpose of each meeting will be to understand the progress the school is making when supporting identified individuals or groups of children.

Attendance data will be used to identify emerging patterns and trends to inform whole school strategies to improve attendance and attainment. It will also:

- Monitor attendance and absence data half-termly, termly and yearly across the school and at an individual child level
- Identify whether or not there are particular groups of children whose absences may be a cause for concern

Child-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average, and share this with the Board of Trustees.

It is the responsibility of school Trustees to challenge and support the school regarding overall attendance; regular reports will be presented to this body. The Trustees will therefore examine closely the information provided for them and seek to ensure that our attendance figures are as high as can be.

7.2 Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify children or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these children and their families
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

7.3 Using data to improve attendance

The school will:

- Provide regular attendance reports to class teachers and other school leaders, to facilitate discussions with children 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. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum of 2 years by the Senior Attendance Champion. At every review, the policy will be approved by the full Board of Trustees.

9. Links with other policies

This policy links to the following policies:

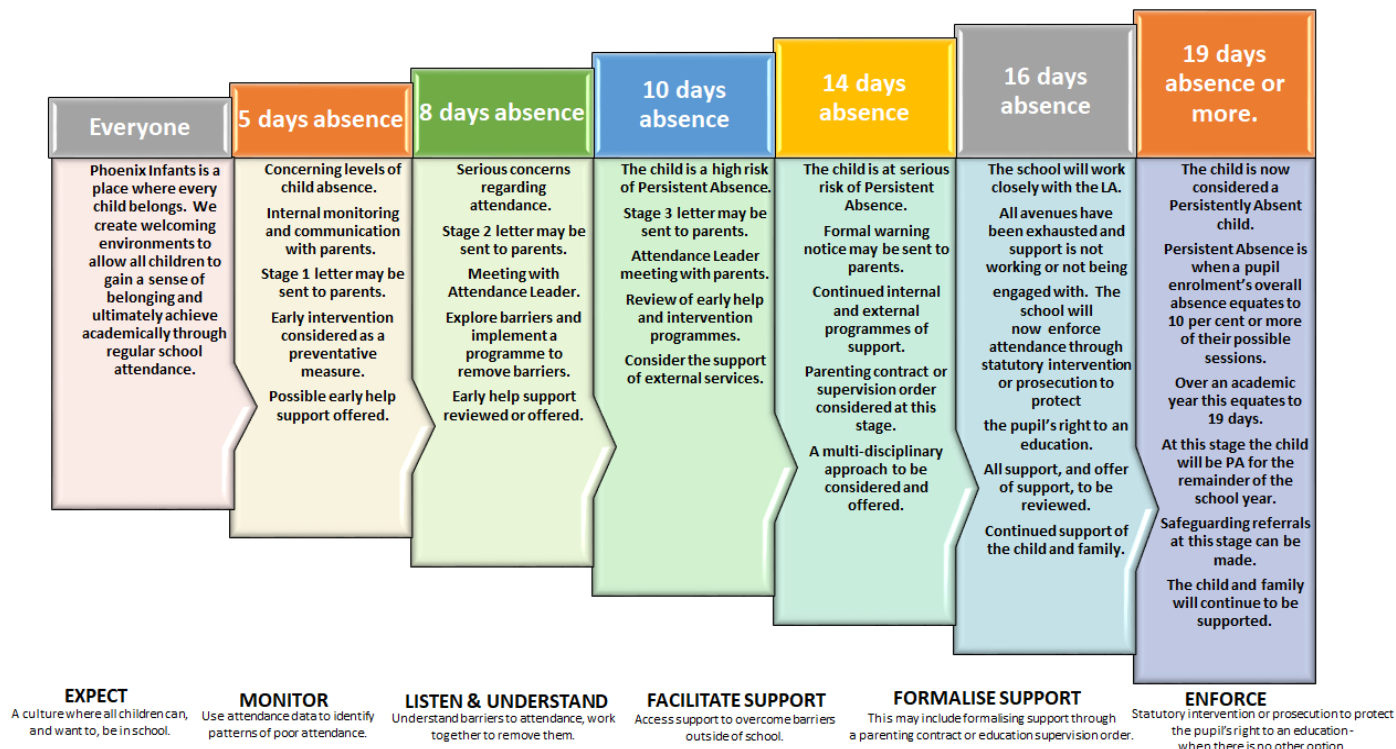
- Child protection and safeguarding policy
- Behaviour policy

Appendix 1: Attendance codes

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

Register Code	Description
/	Present AM
\	Present PM
L	Late (before registers closed) marked as present
K	Attending education provision arranged by the local authority
C	Authorised absence as pupil is absent due to other authorised circumstances
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable
E	Authorised absence as pupil is excluded, with no alternative provision made
I	Illness (NOT appointments)
M	Authorised absence due to medical/dental appointments
R	Authorised absence due to religious observance
S	Authorised absence due to study leave
T	Authorised absence due to traveller absence
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
B	Approved education activity as pupil being educated off site (NOT dual registration)
P	Approved educational activity as pupil is attending an approved sporting activity
V	Approved education activity as pupil is away on an educational visit or trip
W	Approved educational activity as pupil is attending work experience
K	Attending education provision arranged by the local authority
G	Unauthorised absence as pupil is on a family holiday, NOT agreed, or is taking days in excess of an agreed family holiday
N	Unauthorised absence as pupil missed sessions for a reason that has not yet been provided
O	Unauthorised absence as pupil missed sessions for an unauthorised absence not covered by any other code/description
U	Unauthorised absence as pupil arrived after registers closed
D	Dual registered (at another establishment - NOT counted in possible attendance
X	Not required to be in school - for non-compulsory school age children
Y	Unable to attend due to exceptional circumstances - not counted in possible attendances
Z	Pupil not yet on roll - not counted in possible attendances
#	Planned whole or partial school closure - NOT counted in possible attendances
Q	Unable to attend the school because of a lack of access arrangements
Y1	Unable to attend due to transport normally provided not being available
Y2	Unable to attend due to widespread disruption to travel
Y3	Unable to attend due to part of the school premises being closed
Y4	Unable to attend due to the whole school site being unexpectedly closed
Y5	Unable to attend as pupil is in criminal justice detention
Y6	Unable to attend in accordance with public health guidance or law
Y7	Unable to attend because of any other unavoidable cause

Appendix 2: Escalated Approach - model



Appendix 3: Withdrawal from Learning Form

Please complete in **FULL** & please use **BLOCK CAPITALS**

To the Principal,

I request to withdraw my child from learning:

My child's name:		Class:	
------------------	--	--------	--

My child will be missing learning between the following dates:

From:		To:	
-------	--	-----	--

The reason for withdrawing my child from learning is (please include as much information as possible):

--

I understand that:

- This request will have a significant impact on my child's learning.
- I will be expected to support the school to support any missed learning that needs catching up – whether approved or unauthorised.
- All requests are considered on an individual basis
- There is no longer any discretion to approve holidays during term time.
- I will be fined after 5 days/10 sessions of unauthorised absence and that there is a *minimum* fine of £60.00 per parent per child.
 - A 'session' is counted as either a morning or afternoon period.
- If I take unauthorised absence, my child's place in the school may be withdrawn if I fail to return after a total of 20 days.
- This period of absence may mean my child becomes classed as Persistently Absent, which carries the risk of further sanctions
- The school's attendance procedures and expectations can be found on the website – www.phoenixinfants.uk – and I have read these in full and understand.

- I must complete this form with at least 2 weeks' notice and email to post@phoenixinfants.uk.

A copy of outbound and inbound flight bookings MUST be provided if requesting leave to go abroad and attached to this form. No request will be considered without these.

By signing this form, you are agreeing that you have shared all known information accurately and honestly.

Print name: _____

Signature: _____

Date: ___/___/_____

For school use only:

Date received	
Parent Interviewed/telephoned	
Letter sent to Parents	
Days Authorised	
Days Unauthorised	
Total Absence	

School action:	
----------------	--