Bishop Monkton CE Primary School

Attendance and Absence Policy

(including Children Missing Education)

Reviewed and adopted by the Governing Body: September 2025

Sally Cowling – Headteacher:

Ashlea Costelloe – Chair of Governors:

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To be reviewed September 2026

At Bishop Monkton Church of England Primary School, our Christian Vision guides the way we live and learn together.

"Act justly, love kindness and walk humbly with God," Micah 6:8

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1. Statement of Intent

Bishop Monkton Church of England Primary School believes that to facilitate teaching and learning, good attendance is essential. Pupils cannot achieve their full potential if they do not regularly attend.

We recognise that the foundation of securing good attendance is that school is a calm, orderly, safe, and supportive environment where all pupils want to be, are keen and ready to learn, wherein school provides an important protective factor. Our whole-school approach recognises the impact of factors such as the curriculum, behaviour standards, bullying, SEND support, pastoral support, and the effective use of resources such as pupil premium, can have on improving pupil attendance.

New DFE national statutory attendance guidance for schools came into force in August 2024:
https://www.gov.uk/government/publications/working-together-to-improve-school-attendance
The guidance expects schools to promote good attendance and work with families to ensure that children attend school on time, and regularly but includes new guidance on new thresholds for Penalty Notice Fines for parents taking children out of school for unauthorised absences. The overall aim of these changes, issued by the **Department for Education, is to improve attendance, and is statutory** in primary and secondary schools.

The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. **It is the legal responsibility of every parent to make sure their child receives that education.**

We understand that barriers to attendance are complex, and that some pupils find it harder than others to attend school; therefore, we will continue to prioritise cultivating a safe and supportive environment at school, as well as strong & trusting relationships with pupils and parents.

We are committed to:

- Promoting and modelling high attendance and punctuality, and its benefits
- Ensuring equality and fairness for all
- Ensuring this attendance policy is clear and easily understood by staff, pupils and parents
- Regularly monitoring and analysing attendance and absence data to rapidly identify any issues
- Working with families and outside agencies to make speedy improvements - intervening early and working to ensure the health and safety of our pupils
- Building strong relationships with families to overcome barriers to attendance
- Ensuring parents understand the law on school attendance (see below)

We recognise the research that shows that children who are persistently late or absent soon fall behind with their learning, and frequently develop large gaps in their learning, impacting on their progress, ability to meet age related learning expectations, and development of social and emotional skills. It also suggests associations between regular absence from school and a numb
er of extra-familial harms. At Bishop Monkton School, we are unwavering in our determination to prevent this, and our attendance target is above 95%.

2. The Law on School Attendance and Right to a Full-Time Education

The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at a school or by education otherwise than at a school. Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly. This means their child must attend every day that

the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school. The Education Act 1996

Definitions

Absence – Arrival at school after the register has closed/not attending school for any reason.

Authorised absence

Only the Headteacher can authorise an absence for:

- An absence when a child has been away from school for a legitimate reason and the school has received notification from a parent or guardian.
- Absence for sickness for which the school has granted leave
- Medical or dental appointments which unavoidably fall during school time, for which the school has granted leave. Parents are asked to book these as far as possible (e.g. routine check ups) outside of school hours. Pupils should attend school before and after the appointment wherever possible.
- Religious or cultural observances for which the school has granted leave.
- An absence due to a family emergency.
- Exceptional circumstances – due to unavoidable individual personal circumstances.

Unauthorised absence:

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

Persistent absenteeism:

- Missing 10 percent or more of schooling across the year **for any reason** (attendance below 90%).

3. Implementation

The Headteacher, Mrs Sally Cowling, takes the lead responsibility for attendance and can be contacted by email through the school office: admin@bishopmonkton.n-yorks.sch.uk

Regular attendance monitoring is undertaken, reported and discussed by the Headteacher, governors and staff, working closely with parents and outside agencies, and relevant training, as appropriate to their role, is arranged.

Attendance monitoring forms part of the role of the safeguarding governor who can be contacted via the school office: admin@bishopmonkton.n-yorks.sch.uk

At Bishop Monkton School we value the close relationships staff have with children and families in our community. This professional relationship builds trust and enables school to respond to specific individual circumstances. Parents who require advice and support with their child's attendance should contact Mrs Cowling via the school office.

Attendance figures are shared in the school's weekly newsletter and positive messages about the effect of good attendance reported. Where attendance is below 90%, this is rapidly addressed on an individual basis by the Headteacher. Children and parents are praised on an individual basis where attendance has improved. We share individual attendance reports with all parents termly, via a detailed printed report.

Staff meet children outside in the playground in the mornings, and welcome and praise children by name, as they begin the school day. They are available for parents to pass on quick morning messages (e.g. changes to pick up arrangements).

The school recognises that early intervention can prevent poor attendance, so attendance forms part of our staff safeguarding training – which occurs at induction, is updated annually, and throughout the year – including training in identifying potentially at-risk pupils.

Regularly printed attendance reports inform parents about their child's attendance and absence levels (at least once per term), and we aim to make this information clear, and easily understandable for parents, e.g. e.g. the amount of time missed and the impact on the pupil's learning.

The school will inform the LA of the details of pupils who fail to attend regularly, or who have met the 'National Threshold' of '**10 missed school sessions or more without authorisation, within any 10 week period'.**

If a pupil's attendance drops below 90 percent, a formal meeting will be arranged with the Headteacher and parents.

Where a pupil has not returned to school for 10 days after an authorised absence or is absent from school without authorisation for 20 consecutive school days, the school will remove the pupil from the admissions register if the school and the LA have failed to establish the whereabouts of the pupil after making reasonable enquiries.

i. The School Day

- Children are expected to arrive at school promptly.
- A register is taken twice a day, in the morning and after lunch. If children have authorised absence in the morning, but are able to return to school in the afternoon, they are encouraged to return to school as soon as possible.
- The school gate **opens at 8.45 am**: the school bell rings at **8.55 am** and children are welcomed into school where the **register is taken at 9.00 am**. The school gates close at 9.00 am, after which children enter school via the office.
- **The morning register closes at 9.05 am**, children who arrive after 9.00 am but before registers close will be marked as 'Late' and need to be admitted via the school office. Any child arriving after registration closes (9.05am) is marked as **'Late after Registration'** (and **this is marked as an unauthorised absence).** All minutes late are recorded on the register.
- The **afternoon register closes at 1.05 pm**, any child **arriving after this time is registered as late** - Before 1.05 pm present or late /after 1.05 pm marked as unauthorised absence.
- The school day **ends at 3.30pm**, when teachers 'hand over' children to the care of their parents or after-school club.

ii. Leave During Lunch Times

Parents may be permitted to take their child away from the school premises during lunch times in exceptional circumstances with permission from the headteacher – it is at the headteacher's discretion as to whether a pupil will be allowed to leave the premises and parents will be required to meet their child at the school office/school gate (if accompanied by a member of staff) – at 12pm. When taking them off the premises, the pupil will be signed out, and back at the school office, returning to school promptly for 1pm. A member of staff will be available at the school office/gate before the pupil leaves the premises and upon their return to sign them back in. No pupil will leave the premises before the member of staff has given their permission.

iii. Absence Procedures

- Parents will contact the school as soon as possible on the first day of their child's absence, by telephone 01765 677583, email admin@bishopmonkton.n-yorks.sch.uk, or by speaking to a member of staff in person (who will pass this on to the school office and class teacher).
- If a child is absent but no message has been received by the close of the register (9.05am), school will try to contact parents via telephone, email, and/or text. Contact will be attempted via all (minimum of 2) contacts held by school for each pupil. If no contact is made, school will attempt to make contact again a minimum of 3 times during the day and repeat this on every day that the child is absent without contact. *See Appendix A (flowchart)*
  If no contact has been made with the family, the Headteacher may contact the police to request a welfare call.
- In the case of persistent absence, arrangements will be made for parents to speak to the Headteacher.
- School will always follow up and ascertain the reason for absences to ensure that the proper safeguarding guidance is being followed.

iv. Term-time leave

At Bishop Monkton Church of England Primary School, our aim is to prepare pupils for their future lives and careers. With this in mind, we require parents to observe the school holidays as prescribed. The headteacher will be **unable to authorise holidays during term-time** and will be only allowed to grant a leave of absence in exceptional circumstances. Applications should be made **at least two weeks in advance** of the proposed start date, providing the reason for the proposed absence and the dates during which the absence would be expected to occur. **Any leave of absence is at the discretion of the headteacher** – taking the best interests of the pupil and the impact on the pupil's education into account, and this is not subject to appeal.

The following are not considered exceptional circumstances:

- Holidays during term-time
- Child has good or 100% attendance

If parents take their child out of school during term-time without authorisation from the headteacher, this will be recorded as 'unauthorised absence' and may be subject to sanctions such as penalty fines. The school cannot grant leaves of absence retrospectively. **'The DFE does not consider a need or desire for a holiday or other absence for the purpose of leisure or recreation to be an exceptional circumstance'.**

National Threshold
The national threshold for consideration of issue of a penalty notice is **10 sessions within any 10-week period** (this period of 10 school weeks can 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). Parents should be aware that **arriving late after registration has closed, is classed as an unauthorised absence**, and will count towards these '10 sessions'.
This is now the law.

Examples:

- 4 sessions of holiday taken in term time plus 6 sessions of arriving after the register closes, in a 10-week period
- 10 sessions of holiday in one week (this equals 5 days of missed school)
- 6 sessions of unauthorised absence taken in 1 week, and 1 per week for the next 4 weeks

Penalty Notice Fines will be considered when there have been 10 sessions of unauthorised absence in a 10-week period.

Penalty Notices	**Per Parent, Per Child**
With the introduction of the new National Framework for Penalty Notices, the following changes will come into force for Penalty Notices issued after 19th August 2024.	Penalty Notice Fines will now be issued to **each** parent, for **each** child that was absent. E.g. 3 siblings absent for term-time leave would result in each parent receiving 3 separate fines. Penalty notices are paid to the Local Authority – and used to support the administration of this system.

First Offence
The first time a Penalty Notice is issued for term-time leave or irregular attendance, the amount will be: £160 per parent, per child, paid within 28 days (reduced to £80 per parent, per child, if paid within 21 days).
Second Offence
The second time a Penalty Notice is issued for term-time leave or irregular attendance, the amount will be: £160 per parent, per child, paid within 28 days.

Third Offence and any Further Offences (within 3 years)
The third time an offence is committed for term-time leave or irregular attendance, a Penalty Notice will not be issued – the case will be considered for prosecution.

v. Illness and Healthcare Appointments

Parents will be expected to make medical or dental appointments **outside of school hours**, wherever possible. Where this is not possible, parents will be expected to obtain approval for their child's absence to attend such appointments as far in advance as is practicable. Parents will be responsible for ensuring their child misses **only the amount of time necessary to attend the appointment.**

The school will not request medical evidence in most circumstances where a pupil is absent due to illness, however, in circumstances where school is concerned about pupil absence, the LA procedures will be followed and supporting evidence may be requested if there is genuine and reasonable doubt about the authenticity of the illness.

vi. Performances and Activities, including Paid Work

The school will ensure that all pupils engaging in performances or activities, whether they receive payment or not, which require them to be absent from school, understand that they will be required to obtain a license from the LA which authorises school's absences.

Additional arrangements will be made by the school for such pupils, to ensure they do not fall behind in their education – this may involve private teaching. These arrangements will be approved by the LA who will ensure that the arrangements are suitable for the pupil.

vii. Religious Observance

Pupils will be expected to request absence for religious observance at **least two weeks in advance**. School will only accept requests from parents for absence on grounds of religious observance for days that are exclusively set apart for religious observance by the relevant religious body. The school will define this as a

day where the pupil's parents would be expected by an established religious body to stay away from their employment to mark the occasion.

The school may seek advice from the religious body in question where there is doubt over the request.

viii. Parent Travelling for Occupational Purposes Absence

A mobile child is a child of compulsory school age who has no fixed abode and whose parent(s) is engaged in a trade or business of such nature as to require them to travel from place to place.
To help ensure continuity of education for pupils, when their parent(s) is travelling for occupational purposes in England, it is expected that the pupil should attend a school where their parent(s) is travelling and be dual registered at that school and their main school.
Absences will not be granted for pupils from these communities under this code for reasons other than travel for occupational purposes. Each case will be considered on an individual basis.

ix. SEND and Health-Related Absence

The school recognises that pupils with SEND and/or health conditions, including mental health issues, may face greater barriers to attendance than their peers, and will incorporate robust procedures to support pupils who find attending school difficult.

In line with SEND Policy and Supporting Pupils with Medical Conditions Policy, the school will work in partnership with parents to develop specific approaches for attendance where pupils with special educational needs and disabilities, including where applicable, ensuring the provision outlined in the pupil's EHCP is accessed – e.g., supporting routines, considering reasonable adjustments for uniform, transport, routines, access to support, and lunchtime arrangements. The school will secure additional support from external partners to help bolster attendance where appropriate.

Where the school is concerned that a pupil's non-attendance may be related to mental health issues, parents will be contacted to discuss the issue and whether there are any contributory factors to their child's lack of attendance, and work with medical support teams with the local authority. Where staff have a mental health concern about a pupil that is also a safeguarding concern, they will inform the DSL, and the Child Protection and Safeguarding Policy will be followed. All pupils will be supported with their mental health in accordance with the school's Mental Health Policy.

Where a pupil is unable to attend school for long periods of time due to their health, the school will:

- Discuss concerns and approaches with the LA.
- Provide the LA about the pupil's needs, capabilities and programme of work.
- Help the pupil reintegrate at school when they return.
- Make sure the pupil is kept informed about school events and clubs.
- Encourage the pupil to stay in contact with other pupils during their absence.

The school will incorporate an action plan to help any pupils with SEND and/or health issues cope with the stress and anxiety that attending school may cause them. Such plans will be regularly monitored and reviewed until the pupil is attending school as normal and there has been signs of significant improvement.

To support the attendance of pupils with SEND and/or health issues the school will consider:

- Holding termly meetings to evaluate any implemented reasonable adjustments.
- Incorporating a pastoral support plan.
- Carrying out strengths and difficulties questionnaire.
- Identifying pupils' unmet needs through the Common Assessment Framework.
- Using an internal or external specialist.

- Enabling a pupil to take a reduce timetable.
- Ensuring a pupil can have somewhere quiet to spend lunch/ break times.
- Implementing a system whereby pupils can request to leave a classroom if they feel they need time out.
- Temporary late starts or early finishes.
- Phased returns to school where there has been a long absence.
- Small group work or one-to-one lessons.
- Tailored support to meet their individual needs.

4. Punctuality

Arriving at school on time is a vital part of school attendance. With the first part of each session often being crucial in the classroom for the explanation of tasks etc, children who regularly arrive late for school, are disadvantaged by missing key information, learning time, and feeling part of the class. This can have a negative impact on children's academic progress and attainment as well as negatively impacting on their social and emotional wellbeing.

Parents should be aware that pupils who arrive after the register has closed 9.05 am (morning session) and 1.05pm (afternoon session), this is defined by the DFE as unauthorised absence – and as such, this **will be included in the '10 instances in any 10-week period'** for the purpose of Penalty Notices.

5. Working with Parents to Improve Attendance

The school will build respectful relationships with parents and families to ensure their trust and engagement, communicating openly and honestly with pupils and their families about their expectations of school life, attendance, punctuality and performance, so that they understand what to expect and what is expected of them.

The school will ensure that there are at least two sets of emergency contact details for each pupil wherever possible to ensure that the school has additional options for getting in touch with adults responsible for a pupil where the pupil is absent without notification or authorisation. **It is very important that school holds several different methods of communication for permitted adult contacts of pupils**.

The school will ensure that parents are aware of their legal duty to ensure that their child attends school regularly and to facilitate their child's legal right to a full-time education. The school will regularly inform parents about their child's level of attendance, absence and punctuality, and will ensure that parents are aware of the benefits that regular attendance can have for their child educationally, socially and developmentally.

If a pattern of absence becomes problematic, school will work with the family to improve attendance by addressing the specific barriers that prevent the pupil from being able to attend school regularly. The school always takes into consideration, the sensitivity of some of the reasons for pupil absence and will approach families to offer support rather than immediately reach out for punitive approaches.

Where these barriers are related to a pupil's experience in school, e.g. bullying, the headteacher (who is the DSL and SENCo) will work with teachers and support staff to address this. Where the barriers are out of the school's control, e.g. they are related to issues within the pupil's family, the headteacher (or nominated

agent) will liaise with any relevant external agencies or authorities, and will support and encourage parents to access support that they may need.

The school will liaise with other agencies working with pupils and their families to support attendance, e.g. if a pupil has a social worker.
Parents will be expected to:

- Treat staff with respect.
- Actively support the work of the school.
- Call staff for help when they need it.
- Communicate with the school about possible circumstances which may affect their child's attendance or require support.

6. Pupils at Risk of Persistent Absence (PA)

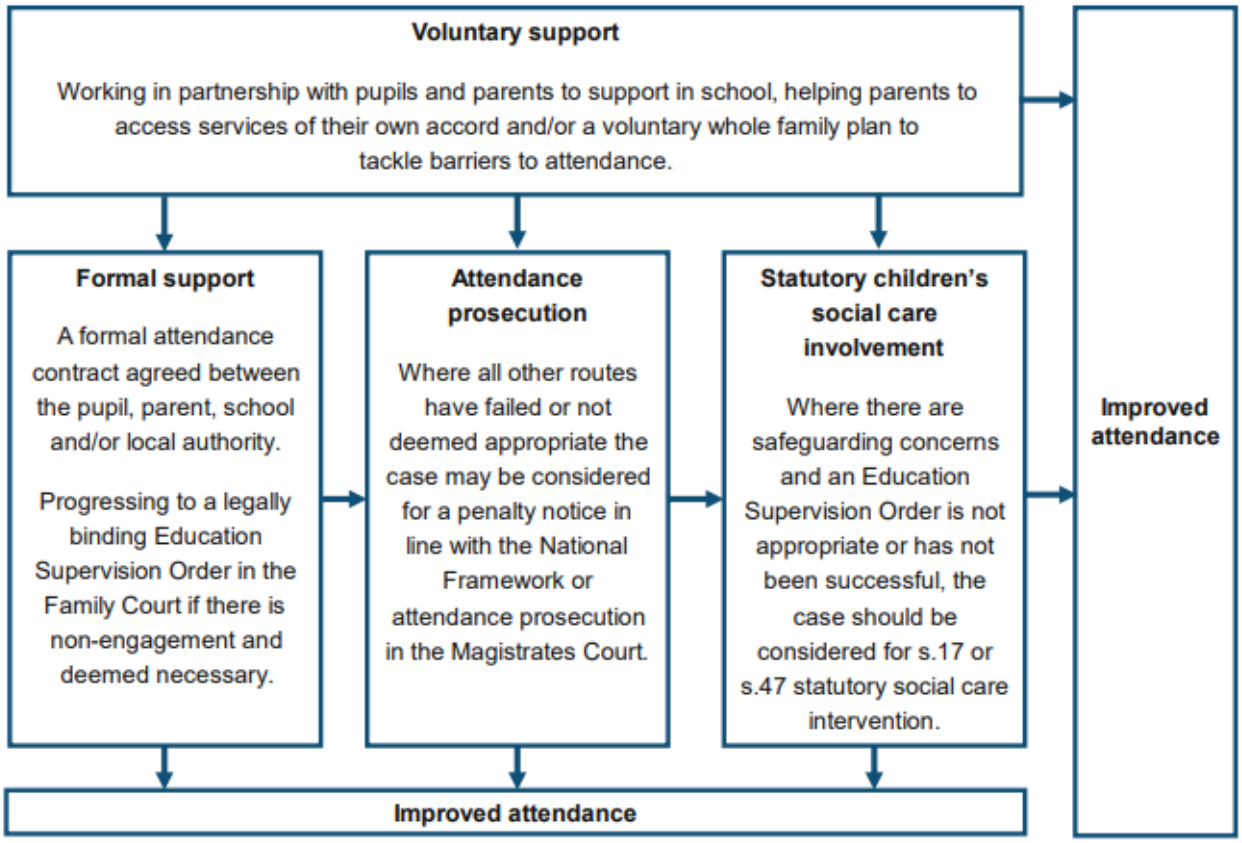
There are various groups of pupils who may be vulnerable to high absence and persistence absence, such as:

- Children in Need
- Looked after, and previously looked after, Children (LAC)
- Young Carers
- Pupils who are eligible for FSM (free school meals)
- Pupils with EAL (English as an additional language)
- Pupils with SEND (Special Educational Needs)
- Pupils who have faced bullying and/or discrimination

School will use several methods to help support pupils where there are concerns about attendance. Attendance is monitored regularly by the Headteacher to ensure that intervention is delivered quickly to address absence and punctuality concerns before it becomes a major problem. The Headteacher leads a strategic approach based on evidence-based research to address barriers to attendance and punctuality:

- Identify pupils whose attendance/ punctuality is causing concern.
- Investigate the circumstances and reasons for absence.
- If there is cause for concern, the Headteacher will contact parents, by telephone, in person, or by letter, to discuss this (escalation procedures), including reasons for absence, patterns, barriers and problems.
- A plan for improved attendance will be put in place.
- This plan will be reviewed after two weeks.
- If attendance improves, it will continue to be monitored and regularly reviewed with parents.
- If the situation cannot be resolved and attendance still causes concern, the **Headteacher** will consult with the Local Authority attendance team and outside agencies to discuss next steps.
- Fixed penalty notices may be issued for absence – in line with DFE/ LA guidance.
- The governing board may engage in attendance panels, where required.
- Monitor the implementation and quality of escalation procedures and seek robust evidence of the escalation procedures that work.

Providing support first before attendance legal intervention



Teaching staff will:

- Welcome pupils back following any absence and provide catch-up support to build confidence and bridge gaps.
- Establish plans to remove barriers and provide additional support.
- Discuss attendance as part of parents' evenings.
- Consider what support for re-engagement might be needed, including for vulnerable groups.

Attendance Contracts

This is a formal written agreement between a parent and the school/ local authority to address irregular attendance. This is not legally binding, but it allows a more formal route to secure engagement with support where a voluntary early help plan has not worked or is not deemed appropriate. An attendance contract is not a punitive tool, it is intended to provide and offer an alternative to prosecution.

Education Supervision Orders

Where a voluntary early help plan, or formal contract has not been successful, and Education Supervision Order may be considered. ESOs are made through the Family or High Court, and they give the LA a formal route in advising, helping and directing the pupil and parent(s) to ensure a pupil receives an efficient, full-time suitable education.

Pupils potentially at greater risk of harm who need a social worker will be supported with pastoral and academic support, alongside action by statutory services in response to any unauthorised absences.

7. Attendance Register

The school uses Arbor to keep attendance registers to ensure they are as accurate as possible and can easily be analysed and share with the appropriate authorities.

The designated staff members will take the attendance register at the start of each school day and at the start of the afternoon session. This register will record whether pupils are:
Present/ Absent/ Attending an approved educational visit/ Unable to attend due to exceptional circumstances.

The school will use the national attendance codes to ensure attendance and absence are monitored and recorded in a consistent way. The following codes will be used:

Code	Full name	Description
The student is counted as present.		
/ or \	Present am or pm	Present in school during registration.
L	Late	Late arrival before the register has closed
The student is counted as present, at an Approved Educational Activity.		
B	Educated off Site	The student is at an off-site supervised educational activity approved by the school.
K	Education provision provided by LA	Education provision arranged by a local authority, rather than the school
P	Sporting Activity (Approved)	Pupil is taking part in a sporting activity that has been approved by the school and supervised by someone authorised by the school.
V	Educational trip	A residential trip organised by the school, or a supervised strictly educational trip arranged by an approved organisation.
W	Work Experience	A student in the final two years of compulsory education is attending work experience.
The student is counted as absent, authorised.		
C	Other Authorised Absence	Leave of absence for exceptional circumstance
C1	Other Authorised Absence	Absence for a regulated performance or employment abroad
C2	Other Authorised Absence	Pupils on part-time timetables
J1	Interview	Leave of absence to attend an interview for employment or admission into another educational institution
E	Excluded	If a student is excluded but still on the admission register, they should be marked E, for up to the sixth consecutive day of any fixed period (referred to as 'suspensions' by the DfE from Autumn 2021) or permanent exclusion.
M	Medical/Dental Appointments	The student is absent due to a medical or dental appointment that could not be made outside of school hours.
R	Religious Observance	The student is absent for religious observance on a day designated by the religious body.

S	Study Leave	Study leave should be used sparingly and only granted to Year 11 pupils for public exams. Students should still be able to come into school to revise.
T	Traveller Absence	Used when Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) or New Travellers are known to be travelling for occupational purposes and have agreed this with the school.
I	Illness	This Illness code can be used for any form of illness, if you don't want to distinguish Covid-19 illness.
I01	Illness	This code maps to the statutory mark of I. This is for students absent due to non-coronavirus related illness (unless the truthfulness of the claim is in question). This code should not be used for medical or dental appointments.
I02	Confirmed case of Covid-19	This code maps to the statutory mark of I. This is for pupils who have a confirmed case of coronavirus.
The student is counted as absent, unauthorised.		
G	Family Holiday (Not Agreed)	The Holiday was not authorised by the school or in excess of the period determined by the headteacher.
N	No Reason	The reason for the absence has not been provided. If no reason for an absence is provided after a reasonable amount of time, it should be changed to O.
O	Unauthorised Absence	If the school is not satisfied with the reason given for absence, they should record it as unauthorised.
U	Late (After Register Closes)	Schools should keep registers open for a reasonable amount of time, after which the student should be marked with a U.
These codes are not counted so will not affect attendance figures.		
D	Dual Registration	The student is registered at another school and attends it during this lesson e.g. students at a pupil referral unit. Schools should only record attendance and absences for sessions the pupil is scheduled to attend at their school.
X	Non-statutory school age absence	Sessions non-compulsory school-age children are not expected to attend. This code should only be used for early years students who have not yet passed the 1st January, 1st April or 1st September following their 5th birthday.
Y1	Unable to attend	Absence due to transport normally provided not being available.
Y2	Unable to attend	Widespread disruption to travel
Y3	Unable to attend	Part of school closed.
Y4	Unable to attend	Unexpected whole school closure (different from # for planned closures).
Y5	Unable to attend	Pupils in the criminal justice system.
Y6	Unable to attend	Absence due to public health guidance or law.
Y7	Unable to attend	Any other unavoidable cause.
Z	Pupil Not On Roll	This code can be used when setting up registers in advance of pupils joining. Schools must take attendance for pupils from the first day the student should be attending the school.
#	School Closed To Pupils	This code should be used for whole or partial school closures that are known or planned in advance such as if the school is used as a polling station.

All changes to the attendance register will include the original entry, the amended entry, the reason for the amendment, the date of the amendment and the name and role of the person who made the amendment. Every entry into the attendance register will be preserved for three years.

8. Missing children

Pupils are not permitted to leave the school premises during the school day unless they have permission from the headteacher and are accompanied by an adult. In the event of a pupil going missing whilst at school – please see our 'Missing Child Procedure'.

9. Monitoring and Review

Bishop Monkton School has adopted the following monitoring procedures, to ensure that pupils' attendance meets the expected standard, and to ensure that effective intervention is delivered quickly to address habitual absence at the first signs that it is falling below this level:

- The school monitors attendance and punctuality throughout the year (at least termly) for
    - For every individual child
    - The school cohort as a whole
    - Individual year groups
    - Demographic groups e.g. pupils from different ethnic groups/ economic backgrounds
    - Other groups of pupils, e.g. SEND, LAC, FSM
    - Pupils at risk of PA

- Attendance monitoring will include identification of any patterns and trends, e.g. particular absence codes, particular days of poor attendance, historic trends of attendance & absence, barriers to attendance.
- The governing body will regularly review attendance data, including examinations of recent and historic trends, and will support the Headteacher in prioritising areas of focus for attendance support based on this data.
- The school will also benchmark its data against local and national level data to identify areas of success and areas for improvement and will practice which has been shown to be effective with other schools.
- Details of our absence levels can be found on our weekly school newsletter.
- Attendance is discussed at weekly staff meeting (in the safeguarding item on the agenda).
- Communication between class teachers, head teacher and the school administrator is strong – knowledge about attendance concerns are shared rapidly. Attendance/punctuality trends noticed by classroom teachers/ school staff are passed immediately to the Headteacher.
- Contact is made with the parents on the first day of absence – and the Headteacher is made aware of any unexplained absence. School is tenacious in efforts to contact, if necessary, all contacts held (at least 2).
- Contact is made to the parents of any pupils marked using the N code. Any N codes not established after a week are recorded as an unauthorised absence.
- If a pupil's attendance falls below 90 percent, a letter is sent home raising concerns that their attendance has fallen below the school's expected standard, pupil attendance is now being monitored, and the Headteacher contacts the parents to discuss this.
- The pupil's attendance is monitored for two weeks and, if attendance does not improve after this time, parents are required to attend a meeting in school with the Headteacher/classroom teacher

and set targets for their child/agree a plan. If parents are unwilling to cooperate, or are genuinely unable to attend, a referral may be required to the local education welfare officer (EWO), who will then conduct a home visit.

- After the two-week monitoring period, and if targets are met, a letter is sent home to congratulate the pupil and their parents on improving attendance. Monitoring and communication with the parents continue until attendance stabilises to above 90% percent.
- If targets are not met, the Headteacher makes a referral to the Local Authority.

10. Attendance Support/ Intervention

At Bishop Monkton School we want the very best for all our children, therefore where attendance issues occur, we aim to work in partnership with parents (and outside agencies).
We will:

- Establish a range of evidence-based interventions to address barriers to attendance
- Monitor the implementation and quality of escalation procedures and seek robust evidence that they are working.
- Attend or lead attendance reviews in line with escalation procedures.
- Establish robust escalation procedures which will be initiated before absence becomes a problem by:
    - Sending letters to parents
    - Having regular reviews
    - Engaging with LA attendance teams
    - Using Penalty Notices

The school will use attendance data, to develop specific strategies to improve attendance where patterns of absence are emerging. These strategies will be developed on a case-by-case basis and will consider the particular needs of the pupils whom the intervention is designed to target.

The school will allow sufficient time for attendance interventions and engagement strategies to improve pupils' attendance; however, where engagement strategies to improve have not had the desired effect, after consultation with the LA, further actions will be taken, which may include consideration of attendance prosecution.

11. Staff Training

The school recognises that early intervention can prevent poor attendance. Therefore, staff will receive training in identifying potentially 'at-risk' pupils as part of their safeguarding induction and refresher training. This includes:

- The importance of good attendance
- That absence is almost invariably a result of wider circumstances
- The legal requirements on schools, e.g. the keeping of registers
- The school's strategies and procedures for monitoring & improving attendance
- The school's procedures for multi-agency working to provide intensive support for pupils who need it.

Children Missing Education – Procedure

The following procedure should be followed in instances when a child is registered with school, but has not arrived (and no explanation given) for daily lessons:

Doors open at 8.55

If the child hasn't arrived by close of register **9.05 am** office to be informed

If no message received by **9.05 am** office staff phone/text/email parent/carer (2 contacts)

Office staff to telephone again and email if no response to first phone call – during the morning

Before 12 – Office staff try again (telephone/email)

Vulnerable Child?

YES

Vulnerable Children – If possible 2 staff to visit house (depending on locality)

If no response/replies by **1pm** – School leave a message to say that if no contact by 3pm a referral will be made to Children & Families Service (EHelp)

If no response/replies by 3**pm** – School make contact with C&F Service (EHelp) Tel: 01765 677442 to log concern – they may ask for a referral to be made

NO

Continue to try and contact during the school day

If no response/replies by **end of the** school day – School may contact Police to make a welfare call

All telephone calls/contacts to be logged by the school (Arbor Register)