POLICY INFORMATION

Name of Policy/Procedure: **Attendance Policy**

Original date drawn up: September 2015
Original date adopted: 3 December 2015
Current version date: November 2025
Review cycle: As and when required

Next review date: Autumn Term 2026

Reviewed by	Date	Approved
POS/VIT/HOL	November 2016	5th December 2016 FGB
M Vitalis/D Postlethwaite	November 2017	November 2017 - TLA
M Vitalis/D Postlethwaite – no change	November 2018	December 2018 - FGB
M Vitalis no change update only	Summer 2020	FGB: 29/06/2020
M Vitalis no change update only	Summer 2022	FGB: 28/06/2022
C Harrison	October 2023	FGB: 29/11/2023
C Harrison	June 2024	FGB: 3/07/2024
C Harrison	March 2025	FGB: 2/04/2025
C Harrison	November 2025	FGB: 03/12/2025

Contents

_____

1. Aims

This policy aims to show our commitment to meeting our obligations with regards to school attendance, including those laid out in the Department for Education's (DfE's) statutory guidance on working together to improve school attendance (applies from 19 August 2024), through our whole-school culture and ethos that values good attendance, including:

> Setting high expectations for the attendance and punctuality of all pupils

> Promoting good attendance and the benefits of good attendance

> Reducing absence, including persistent and severe absence

> Ensuring every pupil has access to the full-time education to which they are entitled

> Acting early to address patterns of absence

> Building strong relationships with families to make sure pupils have the support in place to attend school

We will also promote and support punctuality in attending lessons.

2. Legislation and guidance

This policy is based on the Department for Education's (DfE's) statutory guidance on working together to improve school attendance (applies from 19 August 2024) and school attendance parental responsibility measures. The guidance is based on the following pieces of legislation, which set 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, and 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 pupil's attendance: guidance for schools](#)

3. Roles and responsibilities

3.1 The governing board

The governing board is responsible for:

> Setting high expectations of all school leaders, staff, pupils and parents

> Making sure school leaders fulfil expectations and statutory duties, including:

> - Making sure the school records attendance accurately in the register, and shares the required information with the DfE and local authority

> - Making sure the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific pupils, where appropriate

> Recognising and promoting the importance of school attendance across the school's policies and ethos

> Making sure the school's attendance management processes are delivered effectively, and that consistent support is provided for pupils who need it most by prioritising staff and resources

> Making sure the school has high aspirations for all pupils, but adapts processes and support to pupils' individual needs

> Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual pupils or cohorts who need it most

> Working with school leaders to set goals or areas of focus for attendance and providing support and challenge

> Monitoring attendance figures for the whole school and repeatedly evaluating the effectiveness of the school's processes and improvement efforts to make sure they are meeting pupils needs

> Where the school is struggling with attendance, working with school leaders to develop a comprehensive action plan to improve attendance

> Making sure all staff receive adequate training on attendance as part of the regular continued professional development offer, so that staff understand:

> - The importance of good attendance

> - That absence is almost always a symptom of wider issues

> - The school's legal requirements for keeping registers

> - The school's strategies and procedures for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific pupils, where appropriate

> Making sure dedicated training is provided to staff with a specific attendance function in their role, including in interpreting and analysing attendance data

> Holding the headteacher to account for the implementation of this policy

3.2 The headteacher

The headteacher is responsible for:

- The implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary, and/or authorising the Attendance Lead be able to do so
- Working with the parents of pupils with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for pupils with SEND, including where school transport is regularly being missed, and where pupils with SEND face in-school barriers
- Communicating with the local authority when a pupil with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the pupil's needs
- Communicating the school's high expectations for attendance and punctuality regularly to pupils and parents through all available channels

3.3 The designated senior leader responsible for attendance

The designated senior leader (also known as the 'Senior Attendance Champion') is responsible for:

- Leading, championing and improving attendance across the school
- Setting a clear vision for improving and maintaining good attendance
- Evaluating and monitoring expectations and processes
- Having a strong grasp of absence data and oversight of absence data analysis
- Regularly monitoring and evaluating progress in attendance
- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff
- Liaising with pupils, parents/carers and external agencies, where needed
- Building close and productive relationships with parents to discuss and tackle attendance issues
- Creating intervention or reintegration plans in partnership with pupils and their parents/carers
- Delivering targeted intervention and support to pupils and families

The designated senior leader responsible for attendance is Claire Harrison and can be contacted via the main office 01270 560514.

3.4 The attendance officer

The school attendance officer is responsible for:

- Monitoring and analysing attendance data (see section 7)
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance, and the headteacher
- Working with education welfare officers to tackle persistent absence
- Advising the headteacher/Deputy Headteacher when to issue fixed-penalty notices

The attendance officer is Michelle Holland and can be contacted the main office.

3.5 Form tutors and Class Teachers

Form tutors and Class Teachers are responsible for recording attendance for both morning and afternoon sessions and lesson attendance on a daily basis, using the correct codes (see Appendix 1), and submitting this information to the school office. This must be completed immediately and within the first 5 minutes of registration/lesson.

Form tutors play a pivotal role in supporting students to improve their attendance. Form tutors are expected to use dedicated Form Tutor slots and designated meeting time to speak to students and parents regarding attendance concerns. These conversations must then be logged on the 'Attend' software. Form tutors must also ensure students know their attendance percentage, which stage they are in, and any Goal Seeking Milestones information sent out to them each week. Form tutors must ensure students update their Student Handbook with attendance information each week.

3.6 School Admin staff

School admin staff will:

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

> Use attendance data and information to ensure parents are aware of their child's current attendance, stage and goal seeking milestone where appropriate, when having conversations regarding their attendance.

> Transfer calls from parents/carers to the Year Achievement Manager where appropriate, in order to provide them with more detailed support on attendance

3.7 Parents

Where this policy refers to a parent, it refers to the adult the school and/or local authority decides is most appropriate to work with, including:

> All natural parents, whether they are married or not

> All those who have parental responsibility for a child or young person

> Those who have day-to-day responsibility for the child (i.e. lives with and looks after them)

Parents are expected to:

> Make sure their child attends every day on time

> Call the school to report their child's absence before 9am on the day of the absence and each subsequent day of absence, and advise when they are expected to return

> Provide the school with more than 1 emergency contact number for their child

> Ensure that, where possible, appointments for their child are made outside of the school day

> Keep to any attendance contracts that they make with the school and/or local authority

> Seek support, where necessary, for maintaining good attendance, by contacting your child's Year Achievement Manager, Miss Lander (Education Family Support Worker) or Miss Daly (Education Family Support Worker) who can be contacted via the main office

> 3.8 Pupils

Pupils are expected to:

> Attend school every day, on time

> Attend every timetabled session, on time

> 3.9 Ruskin Attendance Staff Team

> Claire Harrison – Attendance Lead (Deputy Headteacher)

> Natalie Burke – Assistant Headteacher

> Jacqui Managh – Lead Practitioner (Attendance and Pupil Premium. 'Attend' software.)

> Michael Vitalis – Designated Safeguarding Lead and Welfare

> Abbie Lander – Education Family Support Worker

> Tracey Daly – Education Family Support Worker

> Michelle Holland - Attendance Administrator

> The team also work closely with Natalie Cross (SENDCO) and the Year Achievement Managers.

4. Recording attendance

4.1 Attendance register

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

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark, using the appropriate national attendance and absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024, whether every pupil is:

> Present

> Attending an approved off-site educational activity

> Absent

> Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

> The original entry

> The amended entry

> The reason for the amendment

> The date on which the amendment was made

> The 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, where 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.

The school day starts at 8:40am and ends at 3.10pm.

Pupils must arrive in school by 8.40am on each school day.

The register for the first session will be taken at 8.40am and will be kept open until 9.10am. The register for the second session will be taken at 12:15pm and will be kept open until 12:30pm.

4.2 Unplanned absence

The pupil's parent must notify the school of the reason for the absence on the first day of an unplanned absence by 9.00am or as soon as practically possible, by calling the school office staff, who can be contacted via 01270 560514 or recording it on the attendance tab on Class Charts.

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.

Where the absence is longer than 5 days, or there are doubts about the authenticity of the illness, the school will ask for medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents will be notified of this in advance.

4.3 Planned absence

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

However, we encourage parents 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.

For any planned absences, parents must complete an absence request form. These can be obtained from the school office or downloaded off of the school website. This should be completed and submitted at least 4 weeks before the absence is due to take place. Go to section 5 to find out which term-time absences the school can authorise.

4.4 Lateness and punctuality

A pupil who arrives late:

> Before the register has closed will be marked as late, using the appropriate code

> After the register has closed will be marked as absent, using the appropriate code

Students who are late to school automatically receive a 10-minute detention. Persistent lateness will trigger further intervention, including letters home and meetings with Form Tutor/Year Achievement Manager.

Those who are late after registration closes and therefore absent will follow the same path as any other unauthorised absence and contributes to the 10-sessions of absence over 10 weeks sanctions. Please see section 5 for further guidance.

4.5 Following up unexplained absence

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

> Call the pupil's parent on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school may complete a home visit and contact any outside agencies who may be involved with the family.

> Identify whether the absence is approved or not

> Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session(s) for which the pupil was absent

> Call the parent on each day that the absence continues without explanation, to make sure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer.

> Where relevant, report the unexplained absence to the pupil's youth offending team officer

> Where appropriate, offer support to the pupil and/or their parents to improve attendance

> Identify whether the pupil needs support from wider partners, as quickly as possible, and make the necessary referrals

> Where support is not appropriate, not successful, or not engaged with. The school will issue a notice to improve, penalty notice or other legal intervention (see section 5.2 below), as appropriate.

4.6 Reporting to parents

The school will regularly inform parents (see definition of 'parent', as used in this policy, in section 3.7 above) about their child's attendance and absence levels at least once a half term. This will be through Group Call messages, emails and termly data reports.

Every parent is able to see their child's attendance on a day to day basis using 'Class Charts'. Your child will be given the parent code for this during the first week of starting at Ruskin. This does not change during their time at Ruskin. Please check this regularly (at least once a week) to check on your child's attendance.

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

The headteacher will allow pupils to be absent from the school site for certain educational activities, or to attend other schools or settings.

The headteacher will only grant a **leave of absence** to a pupil during term time if the request meets the specific circumstances set out in the 2024 school attendance regulations. These circumstances are:

> Taking part in a regulated performance, or regulated employment abroad

> Attending an interview

> Study leave

> A temporary, time-limited transition timetable (part time timetable).

> Exceptional circumstances

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

We define 'exceptional circumstances' as unexpected or unavoidable events.

Leave of absence will not be granted for a pupil to take part in protest activity during school hours.

As a leave of absence will only be granted in exceptional circumstances, it is highly unlikely a leave of absence will be granted for the purposes of a family holiday.

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

Any request should be submitted as soon as it is anticipated and, where possible, at least 4 weeks before the absence, and in accordance with any leave of absence request form, accessible via the school website of main office. The headteacher may require evidence to support any request for leave of absence.

Other valid reasons for **authorised absence** include (but are not limited to):

> Illness (including mental-health illness) and medical/dental appointments (see sections 4.2 and 4.3 for more detail)

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

> Parent(s) travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision

> If the pupil is currently suspended or excluded from school (and no alternative provision has been made)

Other reasons the school may allow a pupil to be absent from the school site, which are not classified as absences, include (but are not limited to):

> Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school

> Attending another school at which the pupil is also registered (dual registration)

> Attending provision arranged by the local authority

> Attending work experience

> If there is any other unavoidable cause for the pupil not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the school premises are closed

5.2 Sanctions

Our school will make use of the full range of potential sanctions – including, but not limited to, those listed below – to tackle poor attendance. Decisions will be made on an individual, case-by-case basis.

Penalty notices

The headteacher (or someone authorised by them), local authority or the police can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a penalty notice.

If the school issues a penalty notice, it will check with the local authority before doing so, and send it a copy of any penalty notice issued.

Before issuing a penalty notice, the school will consider the individual case, including:

> Whether the national threshold for considering a penalty notice has been met (10 sessions of unauthorised absence in a rolling period of 10 school weeks)

> Whether a penalty notice is the best available tool to improve attendance for that pupil

> Whether further support, a notice to improve or another legal intervention would be a more appropriate solution

> Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate

A penalty notice may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the school has notified the parents that the pupil must not be present in a public place on that day).

Each parent who is liable for the pupil's offence(s) can be issued with a penalty notice, but this will usually only be the parent/parents who allowed the absence.

The payment must be made directly to the local authority, regardless of who issues the notice. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

If issued with a **first** penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days.

If a **second** penalty notice is issued to the same parent in respect of the same pupil, the parent must pay £160 if paid within 28 days.

A **third** penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead.

Notices to improve

If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, the school may offer a notice to improve to give parents a final chance to engage with support.

Notices to improve will be issued in line with processes set out in the local code of conduct for the local authority area in which the pupil attends school.

They will include:

> Details of the pupil's attendance record and of the offences

- The benefits of regular attendance and the duty of parents under [section 7 of the Education Act 1996](#)
- Details of the support provided so far
- Opportunities for further support, or to access previously provided support that was not engaged with
- A clear warning that a penalty notice may be issued if attendance doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis
- A clear timeframe of between 3 and 6 weeks for the improvement period
- The grounds on which a penalty notice may be issued before the end of the improvement period

6. Strategies for promoting attendance

Good attendance and improved attendance are rewarded at Ruskin Community High School. We do this by:

- Celebrating year group and form tutor attendance every week during Form Time
- Displaying weekly attendance updates on the school boards in the hall
- Celebrating good attendance in assembly a least once a half term
- Attendance contributes to rewards trips and activities at the end of every half term. This must be at least 95% for students to be eligible (considerations are made for exceptional circumstances)
- 'Feel Good Friday' runs throughout the academic year, with a prize draw at the end of each Friday for all students who are in school.
- Half termly rewards take place, such as 'The 12 Days of Christmas', with different prizes and activities taking place.
- The 100% Attendance Competition runs throughout the academic year. Pupils who have 100% attendance in a week will receive a token. This token can then be placed into a draw for one of five prizes at the end of each half term.
- The school work very closely with the Attendance and Out of School Service in Cheshire East. They help to support our pupils and parents in achieving good attendance.

'Attend' Software

All staff will use the 'Attend' software to monitor attendance and log any communications regarding attendance. All communication home regarding attendance will be sent through 'Attend'. This software has been developed and used by Ruskin Community High School since October 2024 in order ensure communications are sent home more quickly and that the tracking of all students' attendance is clearer and easier. This means that the school is more efficient with supporting and celebrating students attendance.

There are different stages that the school have set up in 'Attend' to help monitor students and easily signpost which staff should be intervening:

Stage 1: 96-100% - No intervention required

Stage 2: 90 – 96% - Form tutor intervention

Stage 3: 80 – 90% - YAM (85-90%) and the Attendance Team (80-85%) intervention

Stage 4: 50 – 80% - The Attendance Team and Local Authority.

Stage 5: 0 – 50% - The Attendance Team and Local Authority (and other external services to support).

All staff must log all communication regarding attendance on 'Attend'.

The 'Attend' Software also gives information regarding how many days a student needs in order to reach the next stage. This is called 'Goal Seeking Milestones'. It is expected that all students are aware of these milestones to give them a clear aim to achieve with regards to their attendance.

7. Supporting pupils who are absent or returning to school

7.1 Pupils absent due to complex barriers to attendance

We work extremely closely with pupils and parents where there are more complex barriers to attendance. If your child is struggling or refusing to attend school, please inform us immediately.

To support more complex barriers to attendance we:

> Will invite the parent and pupil into school for a meeting

> If the pupil cannot/will not attend a meeting at school, we will visit the family home

> Depending on the barriers identified, your child's Form Tutor and Year Achievement Manager will be informed and part of any reintegration plan

> Consider temporary transition timetables. Depending on need, the aim of these is always for students to be back in school full time as quickly as possible, however we recognise that this can support a phased return back into school.

> Arrange for temporary pick-ups in the morning by one of our Education Family Support Workers.

7.2 Pupils absent due to mental or physical ill health or SEND

Where a pupil has an education health and care (EHC) plan and their attendance falls, or the school becomes aware of barriers to attendance that related to the pupil's needs, the school will inform the local authority.

Reasonable adjustments can be made to support students in school.

Where there is a prolonged physical or mental illness, the Medical Needs Team at the Local Authority will be requested to support with education.

The Learning Hub can be used to support those who required further support, with a quiet and calm setting and smaller environment for those pupils to access.

7.3 Pupils returning to school after a lengthy or unavoidable period of absence

To support a lengthy or unavoidable period of absence attendance we:

> Will invite the parent and pupil into school for a meeting or attend the family home

> Consider temporary transition timetables. Depending on need, the aim of these is always for students to be back in school full time as quickly as possible, however we recognise that this can support a phased return back into school. This will be communication with Form Tutor and Year Achievement Manager who will also support with the return to school.

> Arrange for temporary pick-ups in the morning by one of our Education Family Support Workers.

8. Attendance monitoring

The school analyses attendance data at least once a week. This include punctuality. The attendance team meet weekly to discuss attendance and consider next steps for those pupils where attendance is decreasing.

8.1 Monitoring attendance

The school will monitor attendance and absence data (including punctuality) weekly, half-termly, termly and yearly across the school and at an individual pupil, year group and cohort level. The 'Attend' software supports this.

Specific pupil information will be shared with the DfE on request.

The school has granted the DfE access to its management information system so the data can be accessed regularly and securely.

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 benchmark its attendance data at whole school, year group and cohort level against local, regional, and national levels to identify areas of focus for improvement, and share this with the governing board.

8.2 Analysing attendance

The school will:

> Analyse attendance and absence data regularly to identify pupils, groups or cohorts that need additional support with their attendance, and

> Identify pupils whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence

> Conduct thorough analysis of half-termly, termly, and full-year data to identify patterns and trends

> Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

> The 'Attend' software supports the school in analysing data.

8.3 Using data to improve attendance

The school will:

> Develop targeted actions to address patterns of absence (of all severities) of individual pupils, groups or cohorts that it has identified via data analysis

> Provide targeted support to the pupils it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severed absence, and their families (see section 8.4 below)

> Provide regular attendance reports to form tutors, to facilitate discussions with pupils and families, and to the governing board and school leaders (including special educational needs coordinator, designated safeguarding leads, pupil premium leads)

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

> Share information and work collaboratively with other schools in the area, local authorities and other partners where a pupil's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific pupils, where appropriate

> The 'Attend' software supports the school in analysing data. The use of the different Stages in 'Attend' makes it clear to see where improvements need to be made and also, how many days it will take for each student to move into the next stage up.

8.4 Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school. Reducing persistent and severe absence is central to the school's strategy for improving attendance.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:
    - Discuss attendance and engagement at school
    - Listen, and understand barriers to attendance
    - Explain the help that is available
    - Explain the potential consequences of, and sanctions for, persistent and severe absence
    - Review any existing actions or interventions
- Communicate with parents via Group Call, email, phone call or letters to inform them of attendance updates
- Visit the family home to communicate and meet with parents
- Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant
- Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these pupils. In doing so, the school will sensitively consider some of the reasons for absence
- Implement sanctions, where necessary (see section 5.2, above)
- **Home Visits**

Home visits are conducted to check on the welfare of the student, offer support, and discuss strategies to improve attendance. They are not punitive but part of the school's safeguarding and welfare responsibilities.

Home visits occur on at least day two of absence, however we do visit on day one if there has been a previous absence. During attendance focus days/weeks we will endeavour to visit on day one.

If concerns arise during a home visit or if repeated attempts to contact a family fail, the matter may be escalated to the attendance team, senior leadership, or external safeguarding agencies.

We do request that parents/carers maintain up-to-date contact details and notify the school of any changes in living arrangements.

For students whose attendance falls into **Stages 3–5 (below 90%)**, the school may conduct home visits as part of our statutory safeguarding and attendance procedures. **If there is no response at the property during a scheduled home visit, the child's absence may be recorded as *unauthorised*** unless prior communication has been received.

We recognise that a range of circumstances may affect a home visit:

- **Child cared for by another family member:**
  If your child is staying with a relative due to illness or other circumstances, it is essential that the school is informed of their location. Please ensure the family member is aware that a home visit may take place and that the visit is supportive in nature.

- **Medical or health appointments:**
  If your child is attending an appointment, parents/carers must inform the school in advance. Evidence of the appointment should be uploaded to Class Charts (e.g., text confirmation, email, or appointment card). Where possible, we will schedule a visit around the appointment time.

- **Child at home alone and instructed not to open the door:**
  We understand some children may be advised not to answer the door if home alone. In such cases, parents/carers should notify the school in advance. We will arrange an agreed time for the visit and will contact the parent/carer upon arrival so they can notify the child.

9. Monitoring arrangements

This policy will be reviewed as guidance from the local authority and/or DfE is updated, and as a minimum yearly by Claire Harrison, Deputy Headteacher. At every review, the policy will be approved by the full governing board.

10. Links with other policies

This policy links to the following policies:

> Child protection and safeguarding policy

> Behaviour policy

Appendix 1: attendance codes

The following codes are taken from the DfE's [guidance on school attendance](#).

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
****	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
Attending a place other than the school		
K	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Attending work experience	Pupil is on an approved work experience placement
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Pupil is attending a session at another setting where they are also registered
Absent – leave of absence		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Pupil is at a medical or dental appointment
J1	Interview	Pupil has an interview with a prospective employer/educational establishment
S	Study leave	Pupil has been granted leave of absence to study

		for a public examination
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
C2	Part-time timetable	Pupil is not in school due to having a part-time timetable
C	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
Absent – other authorised reasons		
T	Parent travelling for occupational purposes	Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
Absent – unable to attend school because of unavoidable cause		
Q	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole school site unexpectedly	Every pupil absent as the school is closed

	closed	unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Pupil is unable to attend as they are: • In police detention • Remanded to youth detention, awaiting trial or sentencing, or • Detained under a sentence of detention
Y6	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
**Absent – unauthorised absence**	
G	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes
O	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
U	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
**Administrative codes**	
Z	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays