MARTIN PRIMARY SCHOOL

# Attendance and Punctuality Policy

Ratified by the Wellbeing Committee: Autumn 2026
Reviewed every two years

## Statement of intent

At Martin Primary School excellent attendance and punctuality are expected from all children regardless of gender, culture or socio-economic factors. This policy is therefore designed to ensure that all children have full access to the curriculum so they can achieve their potential. We believe that regular school attendance is essential to enable children to maximise their educational opportunities. This in turn helps them to become resilient, confident and competent adults who are able to make a positive contribution to our community. We therefore aim to ensure children attend school at all times, discouraging absence from school unless it is absolutely essential. Our current school attendance target is 96+%.

At Martin Primary School we recognise that attendance and punctuality is a matter for the whole school community and is an important part of school improvement. In addition, the headteacher reports on attendance and punctuality in termly reports to governors.

**UN Rights of the Child**

This Policy links with the following article from the UN Rights of the Child Charter:

Article 28

Every child has the right to an education. Primary education must be free. Secondary education must be available for every child. Discipline in schools must respect children's dignity. Richer countries must help poorer countries achieve this.

**Aims of this policy**

This Policy aims:

- to develop strategies to reduce the number of authorised and unauthorised absences
- to develop strategies to improve punctuality and attendance
- to ensure the link between good attendance and high achievement/progress is understood by all stakeholders
- to involve children and parents/carers in the process of improving attendance and punctuality
- to reduce our level of persistent absenteeism: this is when a child's level of attendance is less than 90%.

## 1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- The Children Act 1989
- Education Act 1996 and 2002
- Equality Act 2010
- The Education (Pupil Registration) (England) Regulations 2006 (As amended)
- The Education (Parenting Contracts and Parenting Orders) (England) Regulations 2007
- The Education (Penalty Notices) (England) Regulations 2007, as amended
- The Education (Information about Individual Pupils) (England) Regulations 2013
- The Children (Performances and Activities) (England) Regulations 2014
- Children and Young Persons Act 1963
- DfE (2026) 'Working together to improve school attendance'
- DfE (2026)) 'Keeping children safe in education (KCSIE) 2024'
- DfE (2025) 'Children missing education'

- DfE (2024) 'Providing remote education'
- DfE (2026) 'Summary table of responsibilities for school attendance'

This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- Complaints Procedures Policy
- Behaviour Policy
- SEND and Inclusion Policy
- Medical and First Aid Policy
- Social, Emotional and Mental Health (SEMH) Policy

## 2. Roles and responsibilities

At Martin Primary School we believe that high levels of attendance and punctuality can only be achieved and maintained if it is viewed as a shared responsibility of governors, the school staff, parents/carers, pupils and the wider school community.

The Governing Body has overall responsibility for:

- Monitoring the implementation of this policy and all relevant procedures across the school.
- Promoting the importance of good attendance through the school's ethos and policies.
- Arranging attendance training for all relevant staff that is appropriate to their role.
- Working with the SLT to set goals for attendance and providing support and challenge around delivery against those goals.
- Regularly reviewing attendance data, including recent and historic trends, benchmarking against appropriate comparator schools and local, regional and national data, and paying particular attention to pupil cohorts that face greater barriers to attendance.
- Ensuring that this policy, as written, does not discriminate on any grounds, including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the school's Complaints Procedures Policy.
- Having regard to KCSIE when making arrangements to safeguard and promote the welfare of children.
- Ensuring there is a Children Missing Education Policy in place and that this is regularly reviewed and updated.
- Ensuring school staff receive adequate training on attendance. Ensuring attendance training forms part of the school's continuing professional development offer for all staff, with dedicated attendance training provided to staff who have a specified attendance function.

The headteacher is responsible for:

- The day-to-day implementation and management of this policy and all relevant procedures across the school.
- Appointing a member of the SLT to the ~~attendance officer role~~, as the school's Senior Attendance Champion, with overall responsibility for championing and improving attendance.

- Sharing information and working collaboratively with the LA by notifying them where a pupil's name is added to or deleted from the school's admission register outside of standard transition times.
- Ensuring all parents are aware of the school's attendance expectations and procedures.
- Ensuring that every pupil has access to full-time education and will act as early as possible to address patterns of absence.
- Working with parents of pupils with SEND to develop specific support approaches for attendance, including where school transport is regularly being missed and where pupils with SEND face barriers within school.
- Ensuring that a pupil's social worker and/or youth offending team worker, where applicable, is informed of any unexplained absence.

Staff are responsible for:

- Following this policy and ensuring pupils do so too.
- Ensuring this policy is implemented fairly and consistently.
- Modelling good attendance behaviour.
- Using their professional judgement and knowledge of individual pupils to inform decisions as to whether any welfare concerns should be escalated.
- Where designated, taking the attendance register at the relevant times during the school day.

The attendance team is the headteacher, assistant headteacher and the admin office. They are responsible for:

- The overall strategic approach to attendance in school.
- Developing a clear vision for improving attendance and punctuality.
- Monitoring attendance and punctuality and the impact of interventions.
- Analysing attendance and punctuality data and identifying areas of intervention and improvement.
- Communicating with pupils and parents with regard to attendance and punctuality.
- Leading a compassionate approach when listening to parents and pupils regarding barriers to attendance.
- Following up on incidents of persistent poor attendance and punctuality.
- Enforcing attendance through statutory interventions in cases of persistent poor attendance where other supports have not succeeded.
- Informing the LA of any pupil being deleted from the admission and attendance registers.

Pupils are responsible for:

- Attending their lessons and any agreed activities when at school.
- Arriving at school on time and being ready to learn.
- Following any support provided by the school to improve attendance.

Parents/carers are responsible for:

- Providing accurate and up-to-date contact details.
- Providing the school with more than one emergency contact number.
- Updating the school if their details change.

- The attendance and punctuality of their children at school.
- Promoting good attendance and punctuality with their children.
- Proactively engaging with any attendance support offered by the school and the LA.
- Notifying the school on the first day of an unexpected absence, providing the reason for the absence and advising when their child is expected to return.
- Requesting leave of absence only in exceptional circumstances, and in advance.
- Booking any medical appointments around school where possible.
- Following any family-based support implemented by the school to improve attendance.

The Education Welfare Service (EWS)

The principal function of the Education Welfare Service is to improve attendance in all schools and alternative education provisions across the local authority by supporting pupils and their families to overcome their barriers to engagement.

The service provides support to schools, pupils and their families to ensure regular attendance and address any difficulties relating to absenteeism. The Education Welfare Service works collaboratively with a range of support services and agencies and provides an essential link between home and school to ensure that pupils benefit from the educational opportunities available to them.

The service acts on behalf of the authority in its statutory enforcement capacity and is responsible for a number of related duties that include:

- The regulating and issuing of child employment and performance licenses for school age children and young people, and their chaperones.
- To investigate, locate and track children who are referred as "Children Missing from Education and Children Missing from School".
- To oversee the education needs of vulnerable pupils e.g. Gypsy Traveller families.
- To work in partnership with the Police in the arrangement and coordination of formal truancy operations in accordance with Crime and Disorder legislation.

## 3. Definitions

The following definitions apply for the purposes of this policy:

**Absence:**

- Arrival at school after the register has closed
- Not attending the registered school for any reason

**Authorised absence:**

- An 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
- Religious or cultural observances for which the school has granted leave
- An absence due to a family emergency

**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

**Persistent absence (PA):**

- Missing 10% or more of schooling across the year for any reason, equivalent to one day or more a fortnight across a full school year.

**Missing education:**

- Not registered at a school and not receiving suitable education in a setting other than a school

**Severe absence**

- Missing 50% or more of school sessions for any reason.

## 4. Attendance and punctuality expectations

Martin Primary School has high expectations for pupils' attendance and punctuality, and ensures that these expectations are communicated regularly to parents and pupils.

| | **Start of day** | **End of day** |
|---|---|---|
| **Nursery** | 8.40am/12.40pm | 11.40am/3.40pm |
| **Reception** | 8.55am | 3.25pm |
| **Year 1** | 8.55am | 3.25pm |
| **Year 2** | 8.55am | 3.30pm |
| **Year 3** | 8.55am | 3.30pm |
| **Year 4** | 8.55am | 3.25pm |
| **Year 5** | 8.55am | 3.30pm |
| **Year 6** | 8.55am | 3.30pm |

Registers will be taken as follows throughout the school day:

- The morning register will be marked by **9am**. Pupils will receive a late mark if they are not in their classroom by this time. Pupils attending after this time will receive a mark to show that they were on site, but this will count as a late mark
- The morning register will close at **9.15am**. Pupils will receive a mark of absence if they do not attend school before this time

Persistent Lateness

The school will actively discourage late arrival, seek explanations from parents for lateness and monitor patterns of late arrival to identify where further support or intervention may be needed.

Parents/carers of children who persistently arrive or are collected late will:

- receive a phone call from class teacher or attendance team to discuss reasons for poor punctuality and initial support that can be put in place
- be sent a letter asking to explain the lateness and requesting that punctuality is maintained
- be referred to the Education Welfare Officer and/or Social Services where persistent lateness occurs without an acceptable reason.

## 5. Absence procedures

If a child is absent the parent/carer must contact the school as soon as possible on the first day of absence (before 9.30 a.m.) on **020 8883 1455,** via email at office@martinprimary.barnetmail.net or call into the school office and report the absence in person– they will be expected to provide an explanation for the absence and an estimation of how long the absence will last, e.g. one school day.

If a child is absent, a member of the school administrative team will send a text message to the parent/carer on the first day of absence if the school has not already been contacted by the parent/carer.

The school will always follow up any absences in order to:

- Ascertain the reason for the absence.
- Ensure the proper safeguarding action is being taken.
- Identify whether the absence is authorised or not.
- Identify the correct code to use to enter the data onto the school census system.

The school will not routinely request medical evidence in most circumstances where a pupil is absent due to illness; however, the school reserves the right to request supporting evidence where there is genuine and reasonable doubt about the authenticity of the illness. Parents/carers may be asked to provide medical evidence where there are repeated absences or longer periods of absence due to illness. This will usually be in the form of an appointment card, prescription etc… but could be in the form of a doctor's note.

In the case of PA, arrangements will be made for parents to speak to the attendance officer. The school will inform the LA, on a termly basis, of the details of pupils who fail to attend regularly, or who have missed 10 school days or more without authorisation.

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

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.

## 6. Attendance register

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

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. Please see Appendix 1 for the codes.

When the school has planned in advance to be fully or partially closed, the code '#' will be used for the relevant pupils who are absent. This code will also be used to record year groups who are

not due to attend because the school has set different term dates for different years, e.g. induction days.

Pupils who are absent from school but are receiving remote education for any reason will be marked as absent in the register.

All amendments made to the attendance register will include the original entry, the amended entry, the reason for the amendment, the date of amendment and the name and role of the person who made the amendment. The attendance register will only routinely be amended where the reason for absence could not be established when the register was taken and it subsequently becomes necessary to correct the entry.

Every entry in the attendance register will be preserved for six years from the date the data was entered.

## 7. Authorising parental absence requests

Parents will be required to request certain types of absence in advance. All requests for absence will be handled by the attendance team – the decision to grant or refuse the request will be at the sole discretion of the headteacher, taking the best interests of the pupil and the impact on the pupil's education into account. The decision is not subject to appeal; however, the school will be sympathetic to requests for absence by parents, and will not deny any request without good reason.

**Leave of absence**

The school will only grant a pupil a leave of absence in exceptional circumstances. In order to have requests for a leave of absence considered, the school will expect parents to contact the attendance team via the school office in writing at least two weeks prior to the proposed start date of the leave of absence, providing the reason for the proposed absence and the dates during which the absence would be expected to occur.

Any requests for leave during term time will be considered on an individual basis and the pupil's previous attendance record will be taken into account. Where the absence is granted, the headteacher will determine the length of time that the pupil can be away from school. The school is not likely to grant leaves of absence for the purposes of family holidays.

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

Requests for leave will not usually be granted in the following circumstances:

- Immediately before and during statutory assessment periods
- Where a pupil's authorised absence record is already above 10 percent for any reason

If term-time leave is not granted, taking a pupil out of school will be recorded as an unauthorised absence and may result in sanctions, such as a penalty notice.

**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. Parents/carers should show the appointment card to school; they may not need to provide further information about the nature of the appointment unless required to do so for safeguarding reasons. Martin Primary School recognises that there will be occasions when children need to attend clinical sessions on a regular basis, for example for counselling.

**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 licence from the LA which authorises the school's absence(s).

Where a licence has been granted by the LA and it specifies dates of absence, no further authorisation will be needed from the school. Where an application does not specify dates, and it has been approved by the LA, it is at the discretion of the headteacher to authorise the leave of absence for each day. The headteacher will not authorise any absences which would mean that a pupil's attendance would fall below 96 percent. Where a licence has not been obtained, the headteacher will not authorise any absence for a performance or activity.

**Religious observance**
Martin Primary School acknowledges and celebrates the multi-faith nature of British society. It recognises that on some occasions, religious festivals may fall outside school holiday periods or weekends and this necessitates a consideration of authorised absence or special leave for religious observance. It is reasonable for a parent/carer to allow their children not to attend school on a day of religious observance if the day is recognised by the parent's religious body.

Parents/carers are asked to request permission to be absent for a day for reasons of religious observance in writing/email or in person via the main school office.

**Parents travelling for occupational purposes**
Where a pupil is a mobile child and their parent is travelling in the course of their trade or business, the parent will be expected to notify the school of the absence as far in advance as possible. Code T will only be used where the pupil has no fixed abode and the parent is engaged in a trade or business that requires them to travel from place to place. Occasional or short-term travel will not normally meet the requirements of this code.

The school will not routinely require evidence that a parent is travelling for occupational purposes; however, evidence may be requested where there is genuine and reasonable doubt about the authenticity of the reason given for the absence.

Where a parent is travelling for occupational purposes in England, the school will support continuity of education and, where appropriate, the pupil will be expected to attend a school in the area where the parent is travelling and be dual registered at both schools.

## 8. SEND- and health-related absences
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 the SEND Policy and Supporting Pupils with Medical Conditions Policy, the school will ensure that reasonable adjustments are made for disabled pupils to reduce barriers to attendance, in line with any EHC plans or IHPs that have been implemented. The school will secure additional support from external partners to help bolster attendance where appropriate.

Where the school has concerns 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. 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 Social, Emotional and Mental Health (SEMH) Policy.

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

- Inform the LA where there are reasonable grounds to believe that a pupil of compulsory school age will miss 15 school days, consecutively or cumulatively, because of sickness, and work with the LA to support continuity of education.
- Provide the LA with information 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.

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.
- Using a temporary, time-limited part-time timetable only in very exceptional circumstances where it is in the pupil's best interests, with parental agreement, regular review dates, a clear proposed end date and the aim of returning the pupil to full-time education as soon as possible. A part-time timetable will not be used to manage behaviour.
- Ensuring a pupil can have somewhere quiet to spend lunch and breaktimes.
- 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.

Where a pupil subject to a part-time timetable has an EHC plan, the school will discuss the arrangement with the LA so that the pupil's support package can be reviewed as appropriate. Where the pupil has a social worker, the school will keep them informed and involved in the process.

The school will not routinely request medical evidence to support illness-related absence. Reasonable evidence may be requested where there is genuine and reasonable doubt about the authenticity of the illness, or where a pupil has prolonged or repeated illness and further information would help the school understand their needs, identify appropriate support or reasonable adjustments, or accurately record the absence. The school will not be rigid about the form of evidence requested and will consider other appropriate evidence provided by parents.

The Senior Attendance Champion will ensure that attendance data for pupils with SEND and/or long-term physical or mental health conditions is regularly monitored so that emerging patterns are identified and additional support from the LA or other partners can be accessed where necessary.

## 9. Truancy

Truancy will be considered as any absence of part, or all, of one or more days from school, during which the school has not been notified of the cause behind such absence.

All staff will be actively engaged in supporting the regular attendance of pupils, and understand the importance of continuity in each pupil's learning. Immediate action will be taken when there are any concerns that a pupil might be truanting. If truancy is suspected, the headteacher is notified, and they will contact the parent in order to assess the reasons behind the pupil not attending school.

The DSL will be involved where an instance of truancy may be linked to a safeguarding concern. Any safeguarding concerns will be dealt with in line with the Child Protection and Safeguarding Policy.

## 10. Working with parents to improve attendance

At Martin Primary School, we recognise that poor attendance is often an indication of difficulties in a child's life. This may be related to problems at home and/or in school. Parents/carers should make us aware of any difficulties or changes in circumstances that may affect their child's attendance and or behaviour in school, for example, bereavement, divorce/separation, incidents of domestic abuse. This will help us to identify any additional support that may be required.

We also recognise that some pupils are more likely to require additional support to attain/maintain good attendance, for example, those pupils with special educational needs, those with physical or mental health needs, migrant and refugee pupils and looked after children.

We will implement a range of strategies to support improved attendance, these will include:

- discussion with parents/carers and pupils
- in-school support e.g. from the Learning Mentors
- referrals to support agencies
- friendship groups
- PSHE

## 11. Persistent absence (PA)

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

- Pupils with a social worker, including children in need and pupils subject to child protection plans
- LAC
- Young carers
- Pupils who are eligible for FSM
- Pupils with EAL
- Pupils with SEND
- Pupils who have faced bullying and/or discrimination
- Pupils with physical or mental health conditions.
- Pupils from groups or backgrounds that have, or have historically had, lower attendance than their peers.

The school will use a number of methods to help support pupils at risk of PA to attend school. These include:

- Offering catch-up support to build confidence and bridge gaps.
- Meeting with pupils to discuss patterns of absence, barriers to attendance, and any other problems they may be having.
- Establishing plans to remove barriers and provide additional support.
- Leading regular check-ins to review progress and the impact of support.
- Making regular contact with families to discuss progress.
- Assessing whether an EHC plan or IHP may be appropriate.
- Considering what support for re-engagement might be needed, including for vulnerable groups.

Where a pupil at risk of PA is also at increased risk of harm, the school will work in conjunction with all relevant authorities, e.g. social services, to support the pupil in line with the school's duty of care. The school will also bear in mind that the continuation of severe PA following intervention may, in itself, constitute neglect, and will escalate any concerns in this regard in line with the Child Protection and Safeguarding Policy.

Where all appropriate avenues of support have been facilitated and any necessary educational support or provision has been put in place, but severe unauthorised absence continues, the school will recognise that this may constitute neglect. Any safeguarding concerns will be escalated in accordance with the Child Protection and Safeguarding Policy, including referral to children's social care where appropriate.

The Senior Attendance Champion will ensure that patterns of persistent and severe absence are a regular focus of the school's attendance monitoring so that individual pupils and cohorts requiring targeted support are identified as early as possible.

## 12. Penalty notices and legal intervention

The school will allow sufficient time for attendance interventions and engagement strategies to improve pupils' attendance; however, where engagement strategies to improve attendance have not had the desired effect after one term, the attendance officer will consider:

- Holding a formal meeting with parents and the school's point of contact in the School Attendance Support Team.
- Working with the LA to put a parenting contract or an education supervision order in place.
- Engaging children's social care where there are safeguarding concerns.

Each pupil's absence will be considered on its own merits and if appropriate, a fixed penalty notice may be requested to encourage improved future attendance. If a pupil's attendance is significantly low, a referral to the Education Welfare Service may be considered as an alternative to requesting a penalty notice.

A fixed penalty notice will be issued in line with the LA's code of conduct and the DfE's 'Working together to improve school attendance' guidance.
The school may issue a fixed penalty notice where a parent/carer has failed to secure their child's regular attendance at school. A penalty notice can be issued against one of the following criteria:

- Where there is a minimum of 10 unauthorised sessions (5 school days) in a 10-week period (these do not need to be consecutive) which includes pupils who are persistently arriving after the close of the registration period.

- Where a parent(s)/carer(s) refuses to engage with a school in the interest of improving their child's school attendance levels;
- Where a holiday in term time has been requested but has been unauthorised.

Penalty notices for unauthorised absences will be charged at £160, reduced to £80 if paid within 21 days.

A penalty notice of £120 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 five days of a fixed period or permanent exclusion. This will be reduced to £60 if paid within 21 days.

Parents will only get up to two fines for the same child in a three-year period. Once this limit has been reached, other action such as a parenting order or prosecution will be considered.

Where attendance still does not improve following a fixed penalty notice, the school will work with the LA to take forward attendance prosecution as a last resort.

Parents who are prosecuted and attend court because their child has not been attending school may be fined up to £2,500.

The Local Authority can issue a fixed penalty notice if parents are intentionally and deliberately taking leave at the same time every academic year or purposefully taking under the threshold of 10 sessions to avoid a fixed penalty notice.

**Education Supervision Orders (ESOs)**
Where interventions have not been successful, an ESO can be an alternative to provide formal legal intervention without criminal prosecution. ESOs are made through the Family or High Court and give the LA a formal role in supporting the pupil and parents to improve their attendance. LAs will issue parents with a notice of the intention to consider an ESO, set up a meeting to discuss with the parent and pupil, and decide whether the case will be taken forward.

Once an ESO is secured, a supervisor from the local authority will decide any actions or requirements. These may include:

- Requiring the parents to attend support meetings.
- Requiring the parents to attend a parenting programme.
- Requiring the parents to access support services.
- Requiring an assessment by an educational psychologist.
- Review meetings involving all parties to be help every 3 months.

Where a parent persistently fails to comply with directions given under an ESO, they may be guilty of an offence and the LA may prosecute. On conviction, the parent may be liable to a fine of up to £1,000. Persistent non-compliance will also be considered with children's social care to determine whether further action is required to secure the pupil's welfare.

Once an ESO is secured, the LA will appoint an appropriate lead practitioner to act as supervisor. The school will work in partnership with the supervisor and provide support where appropriate.

## 13. Monitoring and analysing absence

The attendance team will monitor and analyse attendance data regularly to ensure that intervention is delivered quickly to address habitual absence at the first signs.

The Governing Body will regularly review attendance data, including examinations of recent and historic trends, and will support the SLT in setting goals and prioritising areas of focus for attendance support based on this data.

The school will also benchmark its attendance data against local-, regional- and national-level data to identify areas of success and areas for improvement, and will share practice which has been shown to be effective with other schools.

## 14. Deletions of names from the admissions register

The school will only delete a pupil's name from the admission register where a ground for deletion set out in regulation 9 of the School Attendance (Pupil Registration) (England) Regulations 2024 is met. Where a relevant ground for deletion is met, the pupil's name will be deleted as required by the Regulations. A pupil's name will not be removed for any other reason, as doing so could constitute off-rolling.
Where a pupil's name is deleted from the admission register, their name will also be deleted from the attendance register at the same time.

Where a pupil transfers to another school, the school will delete the pupil's name from its admission register as soon as the pupil is entered on the admission register of the new school, subject to any applicable exceptions under the Regulations. The school will continue to record the pupil's attendance and absence up to the date of deletion and will transfer the appropriate pupil information through the school-to-school (S2S) system.

The school will make returns to the LA when pupils' names are deleted from the admission register. This will be with the exception of pupils whose name has been deleted from the register at or after the end of the last term of the school year when they are in the most senior year group, unless the LA has requested this information.

When the school is notifying the LA that a pupil's name is being deleted from the admission register, the following information about the pupil will be provided:

- Full name
- Address
- The full name and address of any parent the pupil normally lives with
- At least one telephone number by which any parent the pupil normally lives with can be contacted in an emergency
- If applicable, the pupil's future address, the full name and address of the parent who the pupil is going to live with and the date the pupil will start living there
- If applicable, the name of the pupil's other school and when the pupil began or will begin to attend the school
- The reason under which the pupil's name has been deleted from the admission register

Names will never be retrospectively deleted from the admission or attendance register – these registers will remain an accurate record of who is a registered pupil and their attendance at any given time. Pupils' attendance will be recorded up until the date that their name is deleted from the admission register.

## Appendix 1 – attendance codes

# = planned whole school closure
/ = Present in the morning
\ = Present in the afternoon
L = Late arrival before the register has closed
C = Leave of absence granted by the school for exceptional circumstances
S = Study leave
C1 = Leave of absence for participating in a regulated performance or employment abroad
C2 = Leave of absence for part-time pupils
E = Suspended or permanently excluded but no alternative provision made
J1 = Leave of absence for job or education interviews
I = Illness
M = Medical or dental appointments
K = Attending provision arranged by the LA
R = Religious observance
B = Off-site education activity
G = Unauthorised holiday
O = Unauthorised absence
U = Arrived after registration closed
N = Reason not yet provided, where the reason cannot be established within five school days, the school will amend the entry to Code O.
X = Not required to be in school
T = Traveller absence
Q = Absent due to a lack of access arrangements in accordance with the circumstances set out in the School Attendance (Pupil Registration) (England) Regulations 2024.
V = Educational visit or trip
P = Participating in a supervised sporting activity, with supervision being physically provided by an appropriately trained and knowledgeable person
D = Dual registered – at another educational establishment
W = Attending work experience
Y1 = Absent due to their regular transport not being available
Y2 = Absent due to travel disruption
Y3 = Absent due to part of the school premises being closed
Y4 = Absent due to the school site being closed
Y5 = Absent due to being in criminal justice detention
Y6 = Absent due to public health guidance or law, despite the pupil being well enough to attend
Y7 = Absent due to any other unavoidable cause, the nature of which must be documented by the school.
Z = Pupil not on admission register