

George Spicer Primary School

Attendance Policy 2024-25

Inspire, Empower, Improve



Date of review:	November 2024
Headteacher:	Dominic Spong
Chair of Governors	Anne Del Greco & Deborah Dykins
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Policy ratified by :	Full Governing Body

'Learning well today to live a better tomorrow'

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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 body

The governing body 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 Officer to 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 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 leaders responsible for attendance are the Deputy Heads: Angela Eberle and Livia Mangiapane and can be contacted via the school office email: office@georgespicer.enfield.sch.uk

3.4 The Attendance Officer

The school attendance officer is responsible for:

- Monitoring and analysing attendance data (see section 8)
- Benchmarking attendance data to identify areas of focus for improvement
- Implement a range of effective strategies to follow up intermittent and long-term absenteeism, as well as lateness.
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance, and the headteacher
- Reporting regularly to the designated senior leaders within the school of the actions that are being taken in regards to individuals and groups of children whose attendance and punctuality is not where it should be

- Working with education welfare officers to tackle persistent absence
- Advising the headteacher/DHT when to issue fixed-penalty notices
- Encouraging effective, open communication between home and school.
- Ensuring staff follow the agreed procedures for the recording and monitoring of attendance.
- Informing parents of the school policy and ensuring individual attendance levels are reported to parents at least annually.
- Consistently recording authorised and unauthorised absences within the guidance of the 1996 Education Act.
- Setting annual targets in accordance with the Education (School Attendance Targets) Regulations of 2006.
- If a child is recognised as a child at risk of missing in education then the school should follow its child missing education (CME) policy.
- If the school receives written notification of a parent to home educate their child the school will meet with the parents to discuss this and then the school will inform the pupils local authority that the pupil is deleted from the admission register.

The attendance officer is Tina Sullivan and can be contacted via email: tsullivan@georgespiccer.enfield.sch.uk

3.5 Class Teachers

Class Teachers are responsible for:

- Recording attendance for both morning and afternoon sessions on a daily basis, using the correct codes (see Appendix 1), and submitting this information to the school office on the same day.
- Promoting good attendance and punctuality and highlighting concerns

3.6 School Office Staff

School Office staff will:

- Take calls from parents/carers about absence on a day-to-day basis and record it on the school system
- Office staff to do the 'First day' contact call on a child's first day absent from school
- Transfer calls from parents/carers to the Attendance Officer 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 and on time in correct uniform
- Call the school to report their child's absence before 9.00am on the day of the absence and each subsequent day of absence, and advise when they are expected to return. An explanation for the absence must always be given.
- Provide the school with 3 emergency contact numbers for their child

- Ensure that, where possible, medical appointments for their child are made outside of the school day and evidence provided where appointments take place during the school day
- Keeping their child at home for 24 hours following sickness/diarrhea.
- Informing the school of any infectious diseases as soon as possible.
- Signing their child into the electronic 'Inventry' system and providing a valid explanation, if they arrive late.
- Signing their child out in the 'Late File' and providing a valid explanation, if they are collected late from school.
- Keeping requests for their child to be absent from school to a minimum and only in exceptional circumstances.
- Organising their family holidays during the school holidays, not term time (Refer to Leave of Absence).
- Working effectively with the school and the Education Welfare Officer (EWO) to resolve any problems that may be impeding their child's attendance.
- Supporting their child and recognising their successes and achievements.
- Notifying the school in writing, should they decide to change schools, with a) the name of the other school, and b) the date when the pupil will first attended, or is due to start attending, that school.
- Keep to any attendance contracts/plan that they make with the school and/or local authority
- Seek support, where necessary, for maintaining good attendance, by contacting:
Mrs Sullivan, Attendance Officer or email office@georgespicer.enfield.sch.uk

3.9 Pupils

Pupils are expected to:

- Attend school every day, on time
- Ask a member of staff for support if they are experiencing difficulties either at home or school

4. Recording attendance

4.1 Attendance register

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

Registers are taken twice a day, at the beginning of each morning and afternoon session. (See Appendix 1 School Timings)

The registers will be marked, using the appropriate national attendance and absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024. (See Appendix 1) 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 for pupils of compulsory school age
- 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.

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 or emailing the school office staff:

Telephone: 0208 363 1406

Email: office@georgespicer.enfield.sch.uk

- The school is obliged by law to distinguish between authorised and unauthorised absence. A letter or telephone message from a parent / carer does not authorise an absence. Only if the school is satisfied as to the validity of the explanation offered by the letter or message from the parents, will the absence be authorised
- When a child is absent and there has been no contact from the parent the Office Staff will undertake "First Day Contact" by either text or phone call for absences with no prior notice. On second consecutive day of absence parents are contacted again if no update has been received. All 'contacts' listed for the child are contacted. If still no contact or update received by end of second day – DHT informed to discuss next steps which may include a door knock
- Where the absence is longer than 3 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

4.3 Planned absence

- 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
- 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 and provides evidence
- The pupil's parent must also apply for other types of term-time absence as far in advance as possible of the requested absence. 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 (9.10am) will be marked as absent, using the appropriate code
- Any pupil arriving after the close of the register must report to the school office and be signed into the electronic system giving clear reasons for the lateness. Any pupil arriving after the close of the register at 9.10am will be marked as an unauthorised absence. (See Appendix 1 Late Arrivals Procedures)

- The Attendance Officer will monitor persistent lateness and through regular meetings with the designated senior leaders consider actions to improve punctuality
- Parents will be advised of concerns so that they may be actively involved in improving their child's punctuality

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. (First day contact call made by the school office) If the school cannot reach any of the pupil's emergency contacts, the school will inform both the Attendance Officer and the Deputy Head Teachers for next steps
- 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 Social Worker
- 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: issue a notice to improve, penalty notice or other legal intervention (See Section 5.2)

4.6 Reporting to parents

The school will inform parents about their child's attendance and absence levels annually in the end of year school report. Parents are able to see their child's current attendance percentage on the school Arbor app.

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

The headteacher will allow pupils to be absent from school 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 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 one off events which are unavoidable. Examples may include the death of a close relative, attendance at a funeral, respite care of a looked after child, a housing crisis which prevents attendance.

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 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.

Parents wishing their child to take any leave of absence during term time must complete a 'Leave of Absence' form, via the school website, at least 10 school days prior to the desired date. It is then at the discretion of the Attendance Officer & the Headship team whether the request is granted. The school 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

A range of strategies are used to promote good attendance and punctuality, including:

- Attendance is featured in the school's weekly newsletter published on the school website which includes overall attendance percentage, best class attendance and punctuality for the week.
- Attendance Officer tracks attendance weekly

- Half termly meetings with Attendance Officer and DHTs – analysis of data, (individuals, groups, trends, PAs etc...)
- Updates in the staff weekly Friday Briefing
- Also see table in 8.3

7. Attendance monitoring

7.1 Monitoring attendance

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

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 body.

7.2 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

7.3 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

Attendance	Timescale	Action
Ranging between 95% - 92.1%	Immediately	➤ Letter 1a & 1b
Below 92% - 90%	Immediately	<ul style="list-style-type: none"> ➤ Letter 2 ➤ Attendance Clinic Meeting with Attendance Officer and Designated Senior Leaders Letter 3 ➤ Agree on Attendance Contract
Below 90% PA	Immediately	<ul style="list-style-type: none"> ➤ Letter 4 ➤ Attendance Clinic Meeting with Attendance Officer ➤ Agree on Attendance Contract ➤ Involve EWO ➤ PA & Medical evidence letter ➤ Possible Penalty Notice letter
Pupils with attendance below 95% may be discussed with the EWO, leading to an EWO referral if required.		

*Appendix 2 for letters.

- 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)
- Encourage class teachers to monitor attendance, via Arbor, to facilitate discussions with pupils and families, and to the governing body and school leaders (including special educational needs co-ordinators, designated safeguarding lead and pupil premium lead)
- 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

7.4 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
- 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)

8. Monitoring arrangements

This policy will be reviewed as guidance from the local authority and/or DfE is updated, and as a minimum annually by Livia Mangiapane. At every review, the policy will be approved by the full governing body.

9. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy

Appendix 1: Attendance Codes and Registration Procedures

School Timings:

	Doors Open	School Start time		Morning Register closes	Lunchtime	Afternoon Register closes	End of School
Sketty Road site	8.45 am	9.00 am		9.10 am	Various	10 minutes after end of lunchtime	3.15pm
Kimberley Gardens site	8.45 am	9.00 am		9.10 am	Various	10 minutes after end of lunchtime	3.30pm

Late Arrivals:

- If a child arrives to school late they must be signed in at the office by an accompanying adult using our Inentry System.
- A member of staff from Sketty office will provide the pupil with a 'Late Card' to give to the teacher to prove they have been signed in. Pupils at Kimberley will be signed in by a member of office staff and escorted to their classroom by a member of staff.
- If before the close of register time for the class, child should be recorded as an L.
- If they arrive after the close of the register the office will mark them in.
- If they arrive without a late card (at Sketty) they must be sent back to the Office to be registered.
- Office staff will amend any known changes to the register, including adding lates, once it has been submitted

DFE 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	Pupil is on an educational visit/trip organised or

	trip	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 closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Pupil is unable to attend as they are: <ul style="list-style-type: none"> • 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

Appendix 2: Attendance Letters

Letter 1a

Dear Parent / Carer,

Attendance - Note of Concern

Re: Class: Attendance:

As you may already be aware, our school attendance target set by the Local Authority is 96%, however, all children are expected to have an attendance rate in excess of 95%, unless there are exceptional circumstances. To date your child's attendance is below this percentage. Regular attendance is extremely important as missing school can have an impact on their learning and progress as well as key experiences.

Whilst we know that you may have already provided the school with reasons for your child's absences, please remember that all absences must be reported to the school office on the day and every day thereafter until your child returns back to school. If your child is absent due to a medical appointment, we can only authorise the absence upon seeing evidence of the appointment. Our attendance line is 0208 363 1406 or email us at office@georgespicer.enfield.sch.uk.

We will continue to monitor your child's attendance and I look forward to seeing an improvement. If the absence is due to a medical reason please ensure that we have been informed so appropriate support can be put in place.

If there are any particular circumstances that the school may not be aware of which is having an influence on your child attending school regularly, please do not hesitate to contact me.

Thank you for your continued support.

Yours sincerely,

Data & Attendance Officer

Letter 1b

Dear Parent / Carer,

Attendance - Note of Concern

Re: Class: Attendance:

As you may already be aware, our school attendance target set by the Local Authority is 96%, however, all children are expected to have an attendance level in excess of 95%, unless there are exceptional circumstances. Whilst we appreciate that your child has yet to reach statutory school age, to date your child's attendance is below this percentage and it is our duty to inform you that any level of absence has an impact on your child's learning and progress.

Whilst we know that you may have already provided the school with reasons for your child's absences, please remember that all absences must be reported to the school office on the day and every day thereafter until your child returns back to school. Our attendance line is 0208 363 1406 or email us at office@georgespicer.enfield.sch.uk.

The Education Welfare Officer with responsibility for our school is also aware of this issue, as they monitor the attendance of all our children. Together we will continue to monitor your child's attendance and look forward to seeing an improvement in the near future. However, should there not be an improvement, we will be required to organise an appointment to meet with you.

If you would like to discuss this any further, please do not hesitate to contact me.

Thank you for your continued support.

Yours Sincerely,

Data & Attendance Officer

Letter 2

Date

Dear Parent / Carer,

Re: Class: Attendance:

As you may already be aware, our school attendance target set by the Local Authority is 96%, however, all children are expected to have an attendance rate in excess of 95%, unless there are exceptional circumstances. Whilst we know that you may have already provided the school with reasons for your child's absences, it is our duty to inform you that to date your child's attendance is unfortunately below 92%. If it continues to go down and drops below 90% you may be at risk of the Education Welfare Services becoming involved. Regular attendance is extremely important as missing school can have an impact on their learning and progress as well as missing out on key experiences. Attendance at school is a legal requirement.

Please continue to report all absences to the school office on the day and every day thereafter until your child returns back to school. If your child is absent due to a medical appointment, we can only authorise the absence upon seeing evidence of the appointment. Our attendance line is 0208 363 1406 or email us at office@georgespiccer.enfield.sch.uk.

We will continue to monitor your child's attendance and look forward to seeing a natural progression. If the absence is due to a medical reason please ensure that we have been informed so appropriate support can be put in place.

If there are any particular circumstances that the school may not be aware of which is having an influence on your child attending school regularly, please do not hesitate to contact the school.

Thank you for your continued support.

Yours sincerely,

Data & Attendance Officer

Encl. Record of Attendance

Dear Parent / Carer,

Persistent Absence & Request for Medical Evidence

Regarding: Class: Attendance to date: %

As you may already be aware, our school attendance target set by the Local Authority is 96%, however, all children are expected to have an attendance rate in excess of 95%, unless there are exceptional circumstances. Unfortunately **(name)** attendance is now below 90% due to having 10 or more unauthorised sessions. This makes them a 'Persistent Absentee' (P.A), which is of great concern to us. The Department of Education have set guidelines for children with Persistent Absence due to them missing almost the equivalent of one day a week of their education. These guidelines include the school's Education Welfare Officer tracking and monitoring your child's attendance.

Unfortunately, due to the high levels of absence from school, we will no longer be authorising any absences for medical reasons from the date of this letter, unless they are confirmed by medical evidence. This can either be in the form of a doctor's certificate or letter, a hospital appointment card, a prescription or the prescribed medication, or text message appointment. This decision has been made under the guidance of the Education Welfare Officer.

Please note that unauthorised absences can result in a referral to the Educational Welfare Service and a penalty notice being issued if your child has 10 sessions of unauthorised absences in a rolling period of 10 school weeks (10 sessions is equivalent to 5 days).

Our aim is to improve your child's attendance (and punctuality) at school and we therefore would like to invite you to a meeting to discuss this further as well as to identify if we can offer any support. The meeting will be with myself and the Education Welfare Officer, (name).

The meeting will be on (date and time) at Sketty Road site.

Regular attendance is extremely important as missing school can have an impact on their learning and progress as well as missing out on key experiences.

Thank you for your continued support.

Yours sincerely,

Data and Attendance Officer

Enclosed: Child's Record of Attendance