Woodsetton School

Attendance, Registration of Pupils & Absence Policy

Date of last review: September 2025
Date of next review: September 2027

Approved: Nov 26 (Full Governors)

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1. Policy Statement

Woodsetton School is an Inclusive Attendance School and is committed to promoting high levels of attendance and punctuality. We believe that regular attendance is key to enabling pupils to reach their full potential and develop the knowledge, skills and confidence needed for adult life.

We work closely with pupils, parents, carers, the Local Authority and other partner agencies to identify and overcome barriers to attendance, ensuring that every child has access to the education and opportunities they deserve.

This policy reflects the requirements of:

- The Education Act 1996
- The School Attendance (Pupil Registration) (England) Regulations 2024
- Keeping Children Safe in Education
- Working Together to Improve School Attendance (DfE) (Statutory Guidance)

Inclusive Attendance Programme

Woodsetton School is working towards achieving the Bronze Award in the first year of the programme. We are collaborating closely with colleagues across the trust and the Local Authority to review our practice and drive continuous improvement. This partnership approach helps us remain informed about the latest developments in education and ensures that children and families receive the highest quality support and provision..

Impact and Working Together

Through this programme and our long-term commitment to attendance, we create a positive and inclusive culture that helps improve outcomes for children and young people. We work closely with other schools and external agencies at both regional and national levels to share good practice and strengthen our approach. Our staff take part in ongoing professional training, helping us make lasting improvements, achieve better outcomes for pupils, and build a strong culture of shared responsibility for attendance.

Why Good Attendance Matters at Woodsetton School

Coming to school every day is one of the most important ways children can succeed. Good attendance helps children learn, build friendships, and develop the skills they need for the future. Regular school attendance helps children to:

- Achieve their best by keeping up with lessons and making good progress in their learning.
- Develop knowledge and skills through daily learning experiences and classroom activities.
- Build friendships and social skills by spending time with their peers and taking part in school life.
- Create positive routines that help them develop responsibility, independence, and good habits.
- Receive support from teachers who can monitor progress and provide help when needed.
- Avoid gaps in learning that can make it harder to understand new topics and keep up with the curriculum.
- Enjoy the full school experience, including clubs, trips, sports, and special events.

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Parents and carers have a legal responsibility to ensure their child attends school regularly. We understand that there can sometimes be challenges with attendance, and we are committed to working in partnership with families to provide support wherever possible.

By working together, we can help every child achieve their full potential and make the most of their time at school.

2. Aims

The school aims to:

- Promote excellent attendance and punctuality.
- Ensure all pupils have access to a full-time education.
- Identify attendance concerns at an early stage.
- Work collaboratively with families to overcome barriers to attendance.
- Ensure attendance registers are completed accurately and in accordance with statutory requirements.
- Support pupils whose attendance is affected by medical, emotional, social or safeguarding concerns.
- Reduce persistent and severe absence.
- Fulfil all statutory safeguarding and attendance responsibilities

3. Roles and Responsibilities

3a. Governors and Trustees help by:

- Making sure the school has clear attendance policies that follow national guidance.
- Monitoring attendance information and reviewing attendance trends regularly.
- Holding school leaders accountable for improving attendance and supporting pupils.
- Setting attendance targets and helping the school achieve them.
- Checking that attendance procedures are followed consistently across the school.
- Reviewing the impact of attendance support and interventions to ensure they are effective.
- Encouraging strong partnerships with parents and carers to promote good attendance.
- Supporting staff training so that attendance is monitored and managed effectively.
- Ensuring attendance is considered as part of safeguarding and pupil wellbeing.
- Working with external agencies and community services when additional support is needed.
- Providing both support and challenge to help the school improve attendance outcomes.
- Promoting continuous improvement so that attendance remains a key priority for the school.

Governors and Trustees play an important role in ensuring that every child is supported to attend school regularly and achieve their full potential.

3b. Headteacher and Senior Leadership Team will:

- Lead and promote a positive culture of good attendance across the school.
- Ensure attendance policies are clear, up to date, and followed consistently.
- Monitor attendance data regularly and identify pupils who may need support.

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- Set high expectations for attendance and ensure staff understand their responsibilities.
- Provide training and guidance for staff on attendance and inclusion.
- Support early intervention when attendance concerns arise.
- Work closely with parents, carers, and external agencies to improve attendance.
- Ensure vulnerable pupils receive the support they need to attend regularly.
- Recognise and celebrate good attendance and improved attendance.
- Address unauthorised absences fairly and in line with school policy.
- Monitor attendance as part of safeguarding procedures and respond to concerns promptly.
- Review the effectiveness of attendance strategies and make improvements where needed.

3c. The School's Attendance Champion helps by:

- Promoting good attendance across the school.
- Monitoring attendance data and identifying pupils who may need support.
- Acting quickly when attendance concerns arise to prevent issues from becoming more serious.
- Working closely with families to understand and overcome barriers to attendance.
- Supporting and encouraging pupils to attend school regularly.
- Signposting families to additional support services when needed.
- Keeping accurate attendance records and sharing information with school leaders.
- Developing attendance support plans and interventions to improve attendance.
- Celebrating and recognising good attendance to encourage positive habits.
- Providing guidance and training for staff on attendance procedures and support.
- Ensuring attendance practices follow legal requirements and school policies.
- Supporting safeguarding and pupil wellbeing by identifying any concerns linked to attendance.
- Working with external agencies and community services to provide additional support.
- Reviewing attendance strategies regularly to ensure they are effective.
- Helping to create a positive school culture where every child feels welcomed, supported, and motivated to attend school every day.

The Attendance Champion works with pupils, families, staff, and external agencies to ensure every child has the support they need to attend school regularly and succeed.

3d. Attendance Officer

The Attendance Officer will:

- Maintain accurate registers.
- Monitor attendance daily.
- Follow up unexplained absences promptly.
- Identify emerging attendance concerns.

The Family Support Worker will:

- Work with families and agencies to improve attendance

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3e. Designated Safeguarding Lead (DSL)

The DSL will:

- Monitor attendance from a safeguarding perspective.
- Ensure appropriate action is taken where attendance concerns indicate potential harm.
- Coordinate support and referrals where necessary.

The school's Attendance Champion is Mrs S Allen (Head Teacher)

The Attendance Officer is Mrs V Turner

The Family Support Worker is Mrs N Morris

The Designated Safeguarding Lead (DSL) is Mrs S Allen

Overall responsibility for attendance rests with the Head teacher is Mrs S Allen

3f. Parents and Carers can support by:

- Establishing a good routine so your child arrives at school on time every day.
- Ensuring your child attends regularly.
- Providing accurate contact information.
- Letting the school know as soon as possible if your child is absent.
- Encouraging healthy habits, including enough sleep, exercise, and a balanced diet.
- Promoting a positive attitude towards school and learning.
- Setting clear expectations about the importance of regular attendance and punctuality.
- Taking an interest in your child's learning
- Attending meetings and parents' evenings to discuss progress and any concerns.
- Monitoring attendance and wellbeing and addressing any issues early.
- Sharing concerns with the school, such as worries about friendships, bullying, or anxiety.
- Working in partnership with the school to overcome any barriers to attendance.
- Seeking support when needed from the school or other professionals.
- Celebrating achievements and successes to encourage confidence and motivation.
- Avoiding booking holidays and activities during school time.

By working together, parents, carers, and school staff can help children attend regularly, enjoy school, and achieve their full potential.

3g. Pupils can help by:

- Coming to school every day and understanding why attendance is important.
- Arriving on time and being ready to learn.
- Having a positive attitude towards school and learning.
- Joining in with lessons and activities and trying their best.
- Building positive friendships and treating others with kindness and respect.
- Following school rules and helping to keep everyone safe.
- Showing respect to teachers, staff, and other pupils.
- Asking for help if they are worried, struggling with learning, or having friendship difficulties.
- Looking after their health by getting enough sleep, eating well, and staying active.

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- Setting personal goals and celebrating their successes.
- Talking to a trusted adult if something is making it difficult to come to school.

We encourage all children to take pride in their attendance and work with us to make school a happy, safe, and successful place to learn.

4. Attendance Register

The school will maintain both:

- An Admission Register.
- An Attendance Register.

Registers will be maintained electronically using the school's Management Information System.

The attendance register will be taken:

- At the start of the morning session.
- Once during the afternoon session.

All amendments to registers will record:

- The original entry.
- The amended entry.
- The reason for amendment.
- The date amended.
- The name of the person making the amendment.

The school will retain attendance register entries for a minimum of three years from the date on which the entry was made.

Admission registers and attendance records will be retained in accordance with statutory requirements and the school's records retention schedule.

5. Attendance Codes

The school will use the attendance and absence codes prescribed by the Department for Education and current legislation – see Appendix 1.

The school will ensure codes are used accurately in accordance with:

Working Together to Improve School Attendance (August 2024 onwards) and any subsequent DfE updates. Attendance coding guidance will be maintained as an operational document and updated whenever DfE requirements change.

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6. Punctuality

Pupils are **expected** to arrive on time for registration (9.00am)

Where a pupil arrives after the register opens but before it closes, the appropriate late code will be used.

Where a pupil arrives after the register has closed, the absence will be recorded in line with DfE attendance coding regulations (9.30am). If this re-occurs, it must be agreed with the Head teacher)

7. Reporting Absence

Parents must contact school as soon as possible on the first day of absence. Prior to 9.30am.

Reasons for absence should be provided by:

- Telephone / answer machine (01384 818265)
- Email (info@woodsetton.ascenttrust.org.uk)
- Written communication

The school may request additional evidence where appropriate.

The school will determine whether an absence is authorised. Only the school can authorise an absence.

8. Authorised Absence

Examples may include:

- Genuine illness for which the school has granted leave.
- Medical or dental appointments which unavoidably fall during school time.
- Religious observance for which the school has granted leave.
- Exceptional circumstances agreed by the Headteacher.
- Approved educational activities.
- Other circumstances permitted under attendance regulations.

9. Unauthorised Absence

Examples may include:

- Holiday during term time without approval.
- Parents keeping children off school unnecessarily or without reason.
- Avoidable absence.
- Absence where supporting evidence has been requested but not provided.
- Arriving after the register has closed.
- Truancy before or during the school day.

10. Leave of Absence During Term Time

The Headteacher may only grant leave of absence during term time where there are exceptional circumstances. Applications must:

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- Be made in writing.
- Be submitted as far in advance as reasonably possible and normally at least four weeks before the proposed absence.
- Clearly explain the exceptional circumstances.

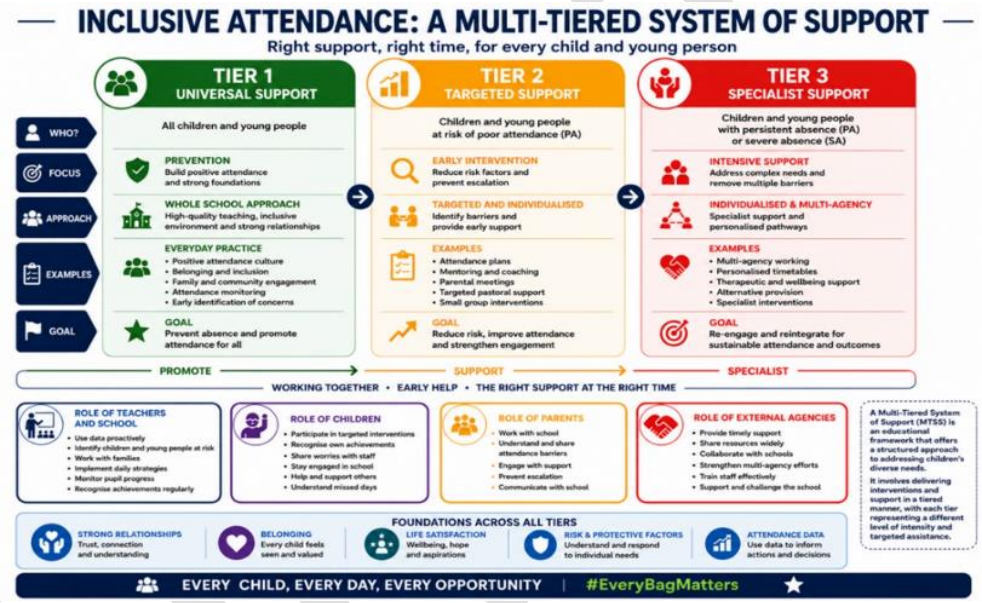
Each request will be considered individually.

Family holidays, availability of cheaper travel, or accommodation arrangements will not normally constitute exceptional circumstances.

The Headteacher's decision is final.

11. Attendance Support

To guarantee our approach to attendance, we implement a Multi-Tiered System of Support.



12. Persistent and Severe Absence

Persistent Absence is a term used to describe a level of student absence from school that is considered to be a significant cause for concern.

Threshold: In England, a student is considered to be persistently absent when they have an attendance rate of 90% or below. This means they have missed 10% or more of their school sessions. The school will monitor:

The term "Severe Absence" or "Severe Persistent Absence" is used to describe the most serious cases of non-attendance.

Threshold: Particular focus and support will be provided to pupils who are absent from school more than they are present (those missing 50% or more of school). These severely absent pupils may find it more difficult to be in school or face bigger barriers to their regular attendance and as such are likely to need more intensive support across a range of external agency partners.

13. Penalty Notices

In accordance with national requirements from August 2024:

A penalty notice may be considered where a child has accrued 10 sessions of unauthorised absence within a rolling 10 school week period.

Current national penalty notice arrangements include:

First Penalty Notice

- £160 per parent per child.
- Reduced to £80 if paid within 21 days.
- Payable within 28 days.

Second Penalty Notice Within Three Years

- £160 per parent per child.
- Payable within 28 days.
- No reduced payment option.

Third Offence Within Three Years

- Alternative legal action may be considered instead of a penalty notice.

Any subsequent changes published by the Department for Education or Local Authority will automatically supersede this section.

14. Children Missing Education (CME)

The school recognises that children missing education are at increased risk of harm.

The school will:

- Follow up all unexplained absences promptly.
- Undertake reasonable enquiries where a pupil's whereabouts are unknown.
- Work with the Local Authority and partner agencies.
- Make required notifications when a pupil's name is removed from the admission register.
- Follow safeguarding procedures where concerns exist regarding a pupil's welfare.

15. Elective Home Education

Parents have the right to educate their child at home.

Where written notification is received, the school will:

- Follow Local Authority procedures.
- Notify the Local Authority as required.
- Remove the pupil from roll when permitted by legislation.

The school will not encourage elective home education as a means of avoiding exclusion or attendance concerns.

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16. Part-Time Timetables

All pupils are entitled to a full-time education.

Part-time timetables will only be used in exceptional circumstances, such as:

- Medical need.
- Reintegration programmes.
- Individual pupil needs.

They will:

- Be time limited.
- Be regularly reviewed.
- Involve parental agreement.
- Include a plan for return to full-time education.

17. Safeguarding

The school has a duty to safeguard the welfare of all students. Any concerns about a child's attendance will be investigated promptly to ensure their well-being.

Unexplained or extended absences will trigger safeguarding procedures, including home visits and communication with relevant agencies.

We follow Keeping Children Safe In Education guidance to ensure safe practices.

The school will hold, wherever reasonably possible, more than one emergency contact number for each pupil.

Particular attention will be given to:

- Repeated absence.
- Sudden changes in attendance.
- Persistent absence.
- Severe absence.
- Non-attendance of vulnerable pupils.
- Pupils subject to Child Protection Plans or Child in Need Plans.

The school will act promptly where attendance concerns indicate possible safeguarding risks.

18. Monitoring and Review

- Attendance data will be reviewed regularly by school leaders and governors.
- This policy will be reviewed annually, or sooner if statutory guidance changes.

Attendance figures are in each term's LAB Members / Trustees' report written by the Head teacher. The LAB Members / Trustees will therefore examine closely the information provided them and seek to ensure that our attendance figures are as high as they should be. The school will keep accurate attendance records on file for a minimum period of three years. The rates of attendance will be reported in the school prospectus, and in the termly LAB Members / Trustees report.

Class teachers will be responsible for monitoring attendance in their class, and for following up absences in the appropriate way. If there is concern about a child's absence, they will contact the school office

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immediately. For any pupil on a Child Protection Plan, their social worker will be contacted when they are absent.

Additional Policies aligned to the Attendance Policy

- Behaviour Policy
- Teaching and Learning Policy
- Safeguarding Policy
- Mental Health Policy
- SEND statement
- Pupil Premium Policy

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Appendix 1: Coding Attendance in line with DFE guidance 2024:

- Code /\ (Present at the school):
- Pupils must be present during registration to be counted.
- If a pupil leaves after registration, they are still counted as attending for statistical purposes.
- Code L (Late arrival before the register is closed):
- The pupil arrives after the register starts but before it closes.
- If a pupil arrives late after the register closes, mark them as absent using code U or another appropriate absence code.
- Code K (Attending education provision arranged by the local authority):
- Pupil attends educational provision arranged by the local authority, not by the school.
- Examples include attending courses at college or receiving home tutoring.
- Code V (Attending an educational visit or trip):
- Pupil attends a school-arranged educational visit or trip supervised by school staff.
- If pupil doesn't attend, record absence using relevant absence code.
- Code P (Participating in a sporting activity):
- Pupil attends an approved educational sporting activity.
- Code W (Attending work experience):
- Pupil attends work experience as part of their education arranged by the local authority or school.
- Code B (Attending any other approved educational activity):
- Pupil attends an approved educational activity other than sports or work experience.
- Code D (Dual registered at another school):
- Used when a pupil is registered at more than one school, indicating absence with leave to attend the other school. Main examples include attendance at a pupil referral unit, hospital school, or special school temporarily.
- Schools must promptly follow up on unexpected or unexplained absences to avoid double counting.
- Code C1 (Leave of absence for regulated performance or employment abroad):
- Schools grant leave for pupils to participate in regulated performances or employment abroad under specific circumstances.
- Criteria for granting leave include licenses issued by local authorities or exemptions.
- Code M (Leave of absence for medical or dental appointment):
- Schools encourage appointments outside of school hours; otherwise, prior agreement is necessary.
- Absences for medical or dental appointments are recorded using this code.
- Code J (Leave of absence for interview for employment or admission):
- Schools can grant leave for pupils to attend interviews for employment or admission to another educational institution. Applications for leave must be made in advance, and leave is granted based on specific criteria.
- The interview must occur during the recorded session, and the absence is classified as authorized.
- Code S (Leave of absence for studying for a public examination):

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- Schools can grant leave for pupils to study for public examinations under specific conditions, agreed in advance with parents.
- Absences for studying for public examinations are recorded using this code.
- Code C2 (Leave of absence for compulsory school age pupil subject to part-time timetable):
- Schools can grant leave for compulsory school-age pupils to temporarily reduce their timetable to part-time in exceptional circumstances, agreed upon with parents.
- Absences for pupils with part-time timetables are recorded using this code, ensuring agreement between the school and parents.
- Code C (Leave of absence for exceptional circumstances):
- Schools may grant leave of absence at their discretion, but only for exceptional circumstances.
- Each application is assessed individually, considering specific facts and circumstances..
- Code R (Religious observance):
- Used when a pupil is absent on a day exclusively set apart for religious observance by their religious body.
- Schools may seek guidance from the parent's religious body to ascertain such days.
- Code I (Illness - not medical or dental appointment):
- Indicates a pupil's inability to attend school due to illness, both physical and mental health related.
- Schools should not routinely request medical evidence but may do so when necessary.
- Code E (Suspended or permanently excluded and no alternative provision made):
- Used when a pupil is suspended or permanently excluded, and no alternative provision has been arranged.
- Alternative provision should be arranged within six consecutive school days of suspension or permanent exclusion.
- Code Q (Unable to attend school because of a lack of access arrangements):
- Indicates a pupil's inability to attend school due to a failure by the local authority to provide access arrangements.
- Code Y1 (Unable to attend due to transport normally provided not being available):
- Used when a pupil can't attend because the usual transport provided by the school or local authority is unavailable.
- Code Y2 (Unable to attend due to widespread disruption to travel):
- Indicates a pupil's inability to attend school due to widespread travel disruptions caused by emergencies at the local, national, or international level.
- Code Y3 (Unable to attend due to part of the school premises being closed):
- Used when part of the school premises is unusable, and the pupil cannot practically be accommodated in the remaining usable parts.
- Code Y4 (Unable to attend due to the whole school site being unexpectedly closed):
- Applied when the entire school site is unexpectedly closed, such as due to adverse weather.
- Attendance registers are not taken, and pupils are marked with this code to signify the closure.

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- Code Y5 (Unable to attend as pupil is in criminal justice detention):
- Used when a pupil is unable to attend due to being in police detention, remanded, or serving a sentence of detention.
- Communication with the Youth Offending Team is encouraged to support educational needs during detention.
- Code Y6 (Unable to attend in accordance with public health guidance or law):
- Applied when a pupil's travel or attendance at school would violate public health guidance or legislation related to disease transmission.
- Code Y7 (Unable to attend because of any other unavoidable cause):
- Used for an unavoidable cause preventing a pupil from attending school, not covered by other specific codes.
- The nature of the unavoidable cause must be recorded.
- Code G (Holiday not granted by the school):
- Used when a pupil is absent for a holiday that the school did not approve in advance.
- Schools cannot retrospectively grant leave of absence, and absence for holidays without prior approval is considered unauthorized.
- Code N (Reason for absence not yet established):
- Employed when the reason for a pupil's absence has not been determined before the register closes.
- Schools must make efforts to ascertain the reason for absence promptly.
- If the reason cannot be established within five school days, the absence must be amended to Code O.
- Code O (Absent in other or unknown circumstances):
- Used when no reason for absence is established, or the school is not satisfied with the reason given, which doesn't align with authorized codes.
- Code U (Arrived in school after registration closed):
- Applied when a pupil arrives late after the register has closed but before the end of the session.
- Schools should discourage late arrival and set a specific time limit for registering attendance.
- Late arrival beyond the specified time results in the pupil being marked as absent.

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