



# Rosehill Infant and Nursery

## Attendance and Absence Policy

Date policy last reviewed: \_\_\_\_\_

Signed by:

\_\_\_\_\_ Headteacher                      Date: \_\_\_\_\_

\_\_\_\_\_ Chair of governors                      Date: \_\_\_\_\_

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## Statement of intent

**Rosehill Infant and Nursery School** believes that in order to facilitate teaching and learning, good attendance is essential. Pupils cannot achieve their full potential if they do not regularly attend school.

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

We take a whole-school approach to securing good attendance, and recognise the impact that our efforts in other areas – such as the curriculum, behaviour standards, bullying, SEND support, pastoral support, and the effective use of resources such as pupil premium – can have on improving pupil attendance.

We are committed to:

- Promoting and modelling high attendance and its benefits.
- Ensuring equality and fairness for all.
- Ensuring this attendance policy is clear and easily understood by staff, pupils and parents.
- Intervening early and working with other agencies to ensure the health and safety of our pupils.
- Building strong relationships with families to overcome barriers to attendance.
- Working collaboratively with other schools in the area, as well as other agencies.
- Ensuring parents follow the framework set in section 7 of the Education Act 1996, which states that the parent of every child of compulsory school age shall cause them to receive efficient full-time education suitable to their age, ability and attitude, and to any SEND they may have, either by regular attendance at school or otherwise.
- Ensuring our attendance policy is clear and easily understood by all staff, parents and pupils.
- Regularly monitoring and analysing attendance and absence data to identify pupils or cohorts that require more support.

The school's attendance team: Attendance Champion/Senior Attendance officer **Helen Kelk**  
Supported by **Amy Moon and Sara Tennant** and can be contacted via email at [attendance@rosehill.derby.sch.uk](mailto:attendance@rosehill.derby.sch.uk), or calling Rosehill Infant School 01332 229229 Staff, parents and pupils will be expected to contact the attendance team for queries or concerns about attendance.

## 1. Legal framework

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

- Education Act 1996 and 2002
- Equality Act 2010
- The Education (Pupil Registration) (England) Regulations 2006 (As amended)
- The Children (Performances and Activities) (England) Regulations 2014
- Children and Young Persons Act 1963
- DfE (2024) 'Working together to improve school attendance'
- DfE (2025) 'Keeping children safe in education'
- DfE (2024) 'Children missing education'
- DfE(2024) Summery table of responsibilities for school attendance

This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- Complaints Policy
- Behaviour for Learning Policy
- SEND Policy
- Supporting Pupils with Medical Conditions Policy
- Pupils with Additional Health Needs Attendance Policy

## 2. Roles and responsibilities

### **The governing board 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.
- Ensuring school staff receive adequate training on attendance
- Working with the SLT to set goals for attendance and providing support and challenge around delivery against those goals.
- Regularly reviewing attendance data.
- 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 'Keeping children safe in education' when making arrangements to safeguard and promote the welfare of children.
- Ensuring the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific pupils, where appropriate.

- Ensuring 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 LA.

**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 SLT as the Senior Attendance Officer
- Monitoring absence data and reporting it to the governors
- Ensuring all parents are aware of the school's attendance expectations and procedures.
- Issuing fixed penalty notices where necessary, or authorising a suitable member of staff to be able to do so.
- Ensuring that every pupil has access to full-time education and will act as early as possible to address patterns of absence.
- Providing the LA with the names and addresses of all pupils of compulsory school age who fail to attend school regularly or who have been absent for a continuous period of ten school days where their absence has been classed as unauthorised.
- 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.

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 are responsible for:

- The overall strategic approach to attendance in school.
- Developing a clear vision for improving attendance.
- Monitoring attendance, Updating school's attendance tracker, speaking to parents to discuss their child's attendance. Arranging meetings when necessary and arranging interpreters ensuring parents understand the school's concerns regarding their child's attendance
- and the impact of interventions.

- Analysing attendance data and identifying areas of intervention and improvement.
- Communicating with pupils and parents with regard to attendance.
- Following up on incidents of persistent poor attendance.
- Leading a compassionate approach when listening to parents and pupils regarding barriers to attendance
- Enforcing attendance through statutory interventions in cases of Persistent poor attendance where other supports have not succeeded

Pupils are responsible for:

- Attending their lessons and any agreed activities when at school.
- Arriving punctually to lessons when at school.

Parents 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 of their children at school.
- Arriving at school on time
- Promoting good attendance with their children.
- Proactively engaging with any attendance support offered by the school and the LA
- Notifying the school as soon as possible when their child has to be unexpectedly absent
- 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

### 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
- Absences which have never been properly explained
- Arrival at school after the register has closed
- Absences due to shopping, Birthdays
- Absence due to day trips and holidays in term-time which have not been agreed

### **Persistent absence (PA):**

- Missing 10 percent or more of schooling across the year for any reason

### **Missing education**

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

## **4. Attendance expectations**

The school has high expectations for pupils' attendance and punctuality, and ensures that these expectations are communicated regularly to parents and pupils.

***Pupils will be expected to attend school punctually every day they are required to be at school***

### ***Drop off and Collection:-***

***Nursery am 8.30 am 11.30 am***

***Nursery pm 12.30 pm 3.30 pm***

***Reception 8.50 am 3.15 pm***

***Year 1 and Year 2 8.50 am 3.30 pm***

***Pupils arriving after their designated start time but before register closure will be marked as L. Pupils arriving after register closure will be marked as U.***

***Parents are asked to sign their child/children into school upon late arrival – this includes the reason for lateness.***

Schools are also required to record and monitor lateness – in law lateness constitutes absences. Persistent lateness is therefore regarded as a failure to provide full-time education

Registers will be taken as follows throughout the school day:

- The morning register will be marked by **9.00am** Pupils will receive a late mark if they are not in their classroom by this time. Pupils attending after this time will receive a L mark to show that they were on site, but this will count as a late mark
- The morning register will close at **9:15** the U mark is to be used after this time

Pupils and Parents will be encouraged to communicate any concerns related to attendance and absence as soon as possible to the relevant member of staff.

## 5. Absence expectations

Parents will be required to contact the school office via telephone before **9:30am** on the first day of their child's absence – they will be expected to provide an explanation for the absence. Where a pupil is absent, and their parent has not contacted the school by **the close of the morning register** to report the absence, **Mrs Moon or Mrs Tennant** will contact the parent by **telephone call, text, whatsapp or ClassDojo message to parents from school's mobile**

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 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.

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 Inclusion Support Attendance Officer (ISAO) will be informed. A formal meeting will be arranged with the pupil's parent, the attendance officer and Head Teacher

Where a pupil does not return from a period of leave or has a continuous period of absence, the school will work jointly with the LA to carry out reasonable enquiries under the School Attendance (Pupil Registration) (England) Regulations 2024 to establish the pupil's whereabouts. In conducting these enquiries, the school and its LA will liaise with the Home LA. If, following these enquiries, the pupil's name is removed from the school's admission register, the Home LA will be expected to investigate whether the pupil should be classified as a child missing education

## 6. Attendance register

The school uses Arbor Education 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. The following codes will be used:

- # = 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
- X = Not required to be in school
- T = Traveller absence
- Q = Absent due to a lack of access arrangements or due to the pupil having to attend a school that does not qualify for travel arrangements and is more than walking distance from where they live.
- 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

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

## 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 headteacher – 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 headteacher's 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 headteacher **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.

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

- Immediately before and during statutory assessment periods
- When a pupil's attendance record shows any unauthorised absence

- 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. The school cannot grant leaves of absence retrospectively; therefore, any absences that were not approved by the school in advance will be marked as unauthorised.

### **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 are asked to provide /show the appointment card /text. Parents will be responsible for ensuring their child misses only the amount of time necessary to attend the appointment.

### **Religious observance**

Parents will be expected to request absence for religious observance at least **two weeks** advance.

The school will only accept requests from parents for absence on grounds of religious observance for days that are exclusively set apart for religious observance by the relevant religious body. The school will define this as a day where the pupil's parents would be expected by an established religious body to stay away from their employment to mark the occasion.

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

### **Gypsy, Roma and Traveller absence- Parent's traveling for occupational purposes**

Where a pupil's parent belongs to a community covered by this code and is travelling for occupational purposes, the parent will be expected to request a leave of absence for their child at least **two weeks** in advance. Absences will not be granted for pupils from these communities under this code for reasons other than travel for occupational purposes.

## **8 Home Visit**

Home visits

- If pupils has an identified attendance or safeguarding concerns the attendance team will perform unannounced visits.
- If parents have completed paperwork stipulating they are removing child from school due to moving property. The home visit will take place to confirm the family are no longer living at the address on the school system.
- Identification cards will be worn at all times. They will be clearly displayed on the front and outside of the attendance teams clothing.
- The attendance team will not enter a pupil's home.
- If there are potentially dangerous animals in the house, the attendance team will request that they are kept in a separate room.

- Before and after the visit, the officer will 'check in' by speaking to the school office, Business manager or Head Teacher
- The address of the home will be given to the Head Teacher and Business manager and, the relevant paperwork will also be completed and given to the Head Teacher and Business Manager
- Once a visit has ended, details of the visit will be recorded on CPOMS

## **9 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

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

- Inform the ISAO if a pupil is likely to be away from the school for more than 15 school days.
- Help the pupil reintegrate at school when they return.
- Make sure the pupil is kept informed about school events and clubs.
- Encourage the pupil to stay in contact with other pupils during their absence.

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

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

- Incorporating a pastoral support plan.
- Identifying pupils' unmet needs through the Common Assessment Framework.
- Using an internal or external specialist.
- Enabling a pupil to have a reduced timetable.
- 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.
- Tailored support to meet their individual needs.

The school will seek medical evidence for recording absences in a minority of cases. Where a pupil's health need means that they need reasonable adjustments or support because it is complex or long term, the school will seek medical evidence to better understand the need of the pupil.

## 10 Attendance intervention

In order to ensure the school has effective procedures for managing absence, the attendance officer, supported by the SLT, will:

- Establish a range of evidence-based interventions to address barriers to attendance.
- Monitor the implementation and quality of escalation procedures and seek robust evidence of the escalation procedures that work.
- Attend or lead attendance reviews in line with escalation procedures.
- Establish robust escalation procedures which will be initiated before absence becomes a problem by:
  - Speak to parents- if is noted that a pattern is emerging
  - Sending letters/Dojo messages to parents (translated into home language where necessary)
  - Engage with LA, ISAO attendance teams.
  - Parent attendance Agreement
  - Issue NTI (Notice to improve)
  - Using fixed penalty notices.
- Conduct Home Visits
- Meet with parents
- Seek support from NCAT (New Communities Achievement Team) to attend meeting/ make telephone calls -ensuring family understand attendance concerns and are able to communicate with school

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

The school will acknowledge outstanding attendance and punctuality in the following ways:

- Weekly Attendance Trophy
- Weekly Certificates
- Prizes
- Daily stickers- certificates for full week attendance/ arriving at school on time
- End of term movie afternoon

The school will develop strategies for ensuring that pupils with health needs or home circumstances that result in additional absences are not unfairly excluded from attendance rewards, e.g. by setting individualised targets.

## **11 Working with parents to improve attendance**

The school will work to cultivate strong, respectful relationships with parents and families to ensure their trust and engagement. Open and honest communication will be maintained with pupils and their families about the expectations of school life, attendance and performance so that they understand what to expect and what is expected of them. The school will liaise with other agencies working with pupils and their families to support attendance, e.g. social services, sibling's school

The school will ensure that there are **two** sets of emergency contact details for each pupil wherever possible to ensure the school has additional options for getting in touch with adults responsible for a pupil where the pupil is absent without notification or authorisation.

The school will ensure that parents are aware of their legal duty to ensure that their child attends school regularly and to facilitate their child's legal right to a full-time education – parents will be made aware that this means their child must attend school every day that it is open, save for in certain circumstances, e.g. sickness or absences that have been authorised by the headteacher in advance. The school will regularly inform parents about their child's levels of attendance, absence and punctuality, and will ensure that parents are aware of the benefits that regular attendance at school can have for their child educationally, socially and developmentally.

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

Where these barriers are related to the pupil's experience in school, e.g. bullying, the attendance officer will work with the headteacher and any relevant school staff, e.g. the DSL and SENCO, to address this. Where the barriers are outside of the school's control, e.g. they are related to issues within the pupil's family, the attendance officer will liaise with any relevant external agencies or authorities, e.g. children's social care or the LA, and will encourage parents to access support that they may need.

## 12 Persistent absence (PA)

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

- Children in need
- LAC
- Pupils who are eligible for FSM
- Pupils with EAL
- Pupils with SEND
- Pupils who have faced bullying and/or discrimination

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 parents 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.
- Making regular contact with families to discuss progress.

The school will focus particularly on pupils who have rates of absence over 50 percent, and will work with the LA and other partners to engage all relevant services needed to identify and address the wider barriers to attendance these pupils are facing.

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/Early Help team, 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.

## 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 half 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.
- Engaging children's social care where there are safeguarding concerns.
- Attendance contract- signed by parents

Where the above measures are not effective, the headteacher will issue a notice to improve as a final opportunity for parents to engage in support and improve attendance before a penalty notice is considered.

Where a pupil reaches the national threshold of 10 sessions of unauthorised absence in a rolling period of 10 school weeks, the school will consider whether a penalty notice is

appropriate. Each case will be considered individually to determine whether a penalty notice or another tool or legal intervention should be used to improve attendance.

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.

A Penalty Notice payable up to £160 per child, per parent discount to £80 per parent if paid within 21 days.

From August 2024, only two fines can be issued to the same parent for the same child within a three-year rolling period.

Any second notice will automatically be charged at £160.

· Any further offences (within a three-year rolling period) will be referred straight to the Magistrate Court. Which may result in:

· Prosecution under s444 (l) Education Act 1996, where if convicted you may be fined up to £1,000

· Prosecution under s444 (l) (a) Education Act 1996, where if convicted you may be fined up to £2,500 and/or 12 weeks imprisonment.

**An absence of more than 20 school days is considered significant and has a serious impact on your child's education. As such, we are required to follow local authority procedures. In this case, the matter will be referred to the Local Authority for prosecution action, rather than the issuing of a penalty notice**

## 14 Monitoring and analysing absence

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

The school will collect data regarding punctuality, truancy, and authorised and unauthorised absence, for:

- The school cohort as a whole.
- Individual year groups.
- Individual pupils.
- Demographic groups, e.g. pupils from different ethnic groups or economic backgrounds.
- Other groups of pupils, e.g. pupils with SEND, LAC and pupils eligible for FSM.
- Pupils at risk of PA.

The attendance officers will conduct a thorough analysis of the above data on a **half-termly, termly and full-year** basis to identify patterns and trends. This will include identifying, for each group:

- Patterns in uses of certain codes.
- Particular days of poor attendance.
- Historic trends of attendance and absence.
- Barriers to attendance.

The attendance officers will provide regular reports to staff across the school to enable them to track the attendance of pupils and to implement attendance procedures. The attendance officers will also be responsible for monitoring how attendance data changes in response to any interventions implemented to increase attendance in future.

The governing board 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.

Staff will receive training to ensure they understand that increased absence from school could indicate a safeguarding concern, and know how such concerns should be managed.

## **8. Training of staff**

The school will recognise that early intervention can prevent poor attendance. As such, staff will receive training in identifying potentially at-risk pupils as part of their induction and refresher training.

The governing board will ensure that teachers and support staff receive training in line with this policy as part of their induction. Following this initial training, staff will receive regular and ongoing training as part of their development.

Training will cover at least the following:

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

The governing board will provide dedicated and enhanced attendance training to the attendance officer and other staff with specific attendance functions in their role – this will include training regarding interpreting and analysing attendance data and supporting pupils to overcome barriers to attendance.

Staff will receive training to ensure they understand that increased absence from school could indicate a safeguarding concern, and know how such concerns should be managed.

## **Deletions of names from the admission register**

The school will ensure that it only deletes names from the admission register for a reason set out in regulation 9 of the School Attendance Regulations. A pupil's name will never be removed for any other reason and the school is aware that doing so could constitute off-rolling.

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.

## **15 Monitoring and review**

Attendance and punctuality will be monitored throughout the year. The school's attendance target is **96 percent** – full details of the school's absence levels can be found on the **school website**.

This policy will be reviewed **annually** by the headteacher. The next scheduled review date for this policy is **April 2027**

Any changes made to this policy will be communicated to all relevant stakeholders.

## Attendance Monitoring Procedures

Rosehill Infant and Nursery School has adopted the following attendance monitoring procedures, to ensure that pupils' attendance meets the expected standard, and effective intervention is provided where pupils' attendance falls below the standard:

1. A spreadsheet is sent to the SLT and attendance officer detailing **weekly** and **annual** attendance to date.
2. Attendance is discussed by classroom teachers and pupils record their attendance in their planners. Any attendance/punctuality trends noticed by classroom teachers are passed immediately to the attendance team or SLT.
3. Contact is made with parents on the first day of absence for any pupil absence not reported. 'N' codes are used to indicate that the pupil is absent for a reason not yet provided; these N codes are reported to the attendance officer daily.
4. Contact is made to the parents of any pupils marked using the N code. Any N codes not established after a week are recorded as an unauthorised absence.
5. If a pupil's absence falls below **96 percent** a letter is sent to parents explaining child's attendance has dropped.
6. If a pupil's attendance falls below **90 percent**, a letter is sent home raising concerns that their attendance has fallen below the school's expected standard and 3 weeks is given for the child's attendance to make improvements.
7. A meeting may also be arranged with parent/carer and a member of the Attendance Team to ascertain reasons for absence and if any support can be given to family
8. The pupil's attendance is monitored for **three weeks** and, if attendance does not improve after this time, parents are required to attend a meeting in school with the School attendance officer and Head Teacher and set targets for their child. If parents are unwilling to cooperate, or are genuinely unable to attend, an alternative date/time is offered. Parents asked to sign a parent contract- this is an agreement that they will ensure their child attends school. If their child is absent parents agree to provide evidence/ proof that they have sought medical advice- If parent declines to sign they are issued with a letter explaining their refusal to sign contract and informed no further absences will be authorised unless evidence/proof is provided showing that they have sought medical advice.
9. After the **three-week** monitoring period, a review meeting is arranged with parents/carers to discuss attendance with the Head Teacher and Governor with responsibilities for attendance
10. If targets are not met, parents are given 'notice to improve' this outlines all the support offered by school and informing parents that further absences may result in a Penalty Notice issued to them
11. If attendance begins to improve a letter is sent to parents informing them their child's attendance is starting to improve.