



**KING EDWARD VI  
NORTHFIELD  
SCHOOL FOR GIRLS**

*Educational excellence for our City*

## **Student Attendance & Punctuality Policy**

<b><i>Policy Type</i></b>	School Policy
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## Introduction

King Edward VI Northfield School for Girls is committed to ensuring that all students achieve their fullest potential and to this end will work with parents and carers to ensure that all students maintain a high level of attendance. A minimum attendance of 97% is expected of all students and every opportunity will be used to convey to students and their parents/carers the importance of regular and punctual attendance.

King Edward VI Northfield School for Girls' takes a whole-school approach to maintaining excellent attendance and it is the joint responsibility of parents/carers, students and all staff members to ensure that children are attending school as they should be. Students with frequent absences are being denied equality of opportunity, therefore we endeavour to work with families to make sure that any problems or circumstances which may lead or be leading to poor attendance are given the right attention and appropriate support.

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.

## School Values

- **Happy** – resilient, able to enjoy learning and embrace opportunities
- **Safe** – safeguarded effectively, educated to keep themselves and other staff safe
- **Aspirational and Successful** – Striving toward a successful career – Good academic outcomes with secure pathways for post-16
- **Engaged** – part of school-life. Participates in extra-curricular.
- **Citizens** – aware of their rights and responsibilities in society and able to contribute to the wider community

This policy is created in line with this vision as we believe regular and prompt attendance at school and to lessons supports young people's wellbeing and builds this resilience.

## **1. Legal Framework**

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:

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

- The Education Act 1996
- The Education Act 2002
- The Equality Act 2010
- The Education and Inspections Act 2006
- The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013 and 2016)
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013 and the 2024 amendment
- The School Attendance (Pupil Registration) (England) Regulations 2024
- Keeping children safe in education (2024)
- Mental health issues affecting a pupils attendance: guidance for schools

## **2. Definitions**

King Edward VI Northfield School for Girls defines "absence" as either:

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

King Edward VI Northfield School for Girls defines an "authorised absence" as:

- 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/bereavement or funeral.
- Holiday in exceptional circumstances agreed by The Headteacher.
- Educational visit or sporting activity

King Edward Northfield School for Girls defines "unauthorised absence" as:

- Parents and carers keeping children away from school unnecessarily or without reason.
- Truancy before or during the school day.
- Absences which have not been properly explained.
- Arrival at school after the register has closed.
- Shopping, looking after other children or birthdays.
- Day trips and holidays in term time which have not been agreed.
- Leaving school for no reason during the day

King Edward VI Northfield School for Girls defines “persistent absenteeism” (PA) as:

- Pupils who miss 10% or more of school for any reason

### **3. Key roles and responsibilities**

#### **Governors:**

- The Governing Body has overall responsibility for monitoring the implementation of the attendance policy and procedures of King Edward VI Northfield School for Girls
- The Governing Body has overall responsibility for ensuring that the attendance policy, as written, does not discriminate on any grounds, including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- They should have regard for Keeping Children Safe in Education 2024 when making arrangements to safeguard and promote the welfare of children.
- Set high expectations of all school leaders, staff, pupils and parents
- Make 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
- Recognise and promote the importance of school attendance across the school’s policies and ethos
- Make 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
- Make sure the school has high aspirations for all pupils, but adapts processes and support to pupils’ individual needs
- Regularly reviews and challenges attendance data and helps school leaders focus improvement efforts on individual pupils or cohorts who need it most
- Monitor attendance figures for the whole school and evaluate the effectiveness of the school’s processes and improvement efforts to make sure they are meeting pupils needs

#### **Staff:**

- Staff, including teachers, associate staff and volunteers will be responsible for following the attendance policy, and for ensuring Students do so too. They will also be responsible for ensuring the policy is implemented fairly and consistently.
- Staff, including teachers, support staff and volunteers will be responsible for modelling good attendance behaviour, implementing the agreed policy, and using their professional judgement and knowledge of individual pupils to inform decisions as to whether any welfare concerns should be escalated.
- Designated members of staff will take the attendance register at the start of each school day and at the start of each afternoon session.
- Endeavour to contact parents of the first day of any pupil’s absence if no contact has been made by the parent/carer.

- Investigate all unexplained and unjustified absenteeism.
- The school will inform the LA of any pupil being deleted from the admission and attendance registers if they:
  - Are being educated from home.
  - No longer live within a reasonable distance of the registered school.
  - Have an authorised medical note.
  - Are in custody for a period of more than four months and the proprietor does not reasonably believe they will be returning.
  - Have been permanently excluded.
- Pupils who arrive in school between 08.45am and 09.15am will sign in with Inventory in reception and will be recorded as present (but late) using the register code L.

### **Parents and Carers responsibilities**

- Parents and carers will be expected to take responsibility for the attendance and punctuality of their child/children during term-time.
- Contact school on the first day of their child's absence, and to inform school if they are going to be absent for a longer period.
- Where possible, arrange any medical/dental appointments outside of school hours.
- Parents/Carers will provide two accurate and up-to-date contact details.
- Parents and carers will be expected to promote good attendance and ensure that Students attend school every day.
- Be mindful that attending school is a legal requirement and parents can be liable to face prosecution if this action is not supported.

### **Pupil responsibilities**

- Students are responsible for their own attendance and punctuality at school and any agreed activities throughout the school year.
- Pupils are expected to arrive to school before 8.40am.
- Attend Form on time to prepare for learning- 8:45am
- Pupils who arrive after the close of the register (09.15 and later) may be recoded as unauthorised using the register code U.
- Display resilience and adopt a positive attitude for learning by attending school when feeling slightly unwell.
- Attend all lessons on time

### **4. Punctuality**

- Punctuality is of the utmost importance, and lateness will not be tolerated.
- The school day starts at 8:45am; Students should move swiftly to their Form room at this time.
- Students will receive a late mark if they are not in their form room **at 8:45am**
- Form time finishes at 9:15am; Students will receive a mark of unauthorised absence if they do not attend school before this time

- If a child arrives late on several occasions, a parent or carer will be contacted to discuss our concerns and you may receive a warning letter and be asked to attend a meeting with the Head of Year to explain the reasons for your child's lateness.
- If lateness persists, you will be invited to a further meeting with the Attendance Lead and the persistent lateness may well lead to the issue of a fixed penalty notice.
- If your child is late but arrives before 9.15am they will be issued with a behaviour point and be spoken to by their form tutor, to establish why they were late. If they are late 2 or more times in one week then they will be given an afterschool detention, issued by their head of year.
- If your child arrives after 9.15am with no known reason it will be logged as a U code and a same day 30 minute detention will be issued.

## **5 Absence procedures**

- Parents and carers are required to contact the school as soon as possible on the first day of any absence.
- Parents and carers are expected to maintain contact with the school throughout the student's absence, informing Attendance of the reason for the continued absence and when the student is expected to return to school.
- Parents/carers are expected to call the school before 9am on the first day of a student's absence giving the reason for the absence and their expected return date. If a call has not been received, the Attendance Officer will attempt to contact parents by telephone or text message through Arbor to obtain the reason for the absence. Once a reason has been received, the register will be updated by the Attendance Officer with the relevant coding and note of the reason given.
- Parents/carers are also expected to call the school each day of continued absence unless advised otherwise by the Attendance Officer.
- Parents and carers can call the attendance team on 0121 4648346- option 1, email the attendance team or respond through the Arbor App
- A phone call, email or text message will be made to the parent/carers of any child who has not reported their absence on the first day that they do not attend school.
- The school will always follow up any absences in order to:
  - Ascertain the reason for the absence.
  - Ensure that 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
- If a student remains absent and there has been no contact from parents/carers then a referral will be made by the Attendance Officer/ SLT Attendance Lead to the school's Educational Welfare Officer who will visit the home address to ascertain the reason for the student's absence and if still unable to make contact, decide whether to make a referral to outside agencies. If this falls on a day when the EWO is not in school a member of the pastoral safeguarding team will conduct the home visit.

- If a reason for absence cannot be established after 5 working days, the code will be changed to "O": Absent without Authorisation.
- In the case of persistent absence, arrangements will be made for parents and carers to speak to the Attendance Staff/Attendance Lead /Head of Year or a member of the pastoral or safeguarding team, as appropriate.
- Absence notes received from parents, or details from phone calls will be recorded on the Arbor system and scanned where required. This information will be referred to when there are attendance concerns about a student. The Attendance Officer will send a letter home requesting an absence note or an explanation for absence when a student returns to school and no explanation has been received or note provided. If no explanation is provided by parents for an absence, it will be recorded as unauthorised.
- The school may request medical evidence to authorise absences immediately before and/or after school holidays where it is likely leave in term time may have been taken.
- It is the responsibility of the Attendance Officer to raise concerns over a student's continued absence with the Head of Year / SLT Attendance Lead. Further investigations may take place and the school's Educational Welfare Officer may carry out a home visit, or an appropriate member of staff from the pastoral safeguarding team.
- Students are expected to catch up on work/collect material or information missed during their absence and should speak to their Review tutor and subject teachers to ensure they are up to date on work.
- Students whose attendance falls to 95% will have a letter sent home advising parents/carers of their current level of attendance and potential next steps including Early help support, this is to help to plan to avoid their child becoming a persistent absentee (currently attendance of 90% or below). Parents will be invited in for an informal attendance meeting where attendance continues to fall to complete an action plan which will be drawn up by Head of Year and/or SLT attendance Lead with support from the school's Education Welfare Officer as appropriate.
- Parents of students whose attendance continues to remain poor may be subject to legal action. If this happens, parents could receive a fine or be subject to a Parenting Order/Education Supervision Order or a School Attendance Order.
- We work with parents, students, and external agencies to try to resolve any issues that may impact on a child's attendance, and to offer early help and interventions as soon as possible. In those rare cases where we are unable to make meaningful contact with parents, or where parents do not engage with school's offer of support, and the issue with school absence continues, we are asked by BCC to make a more formal early help referral to BCT (Birmingham Children's Trust) this referral requires parental consent.



## 6 Illness

- Not all illness requires an absence from school. For minor childhood ailments such as coughs, colds and earaches, we would not expect children to be absent. However, when a parent/carer makes the assessment that their child is unfit for school, they should follow the absence process above.
- It is a school's decision whether to accept the reason for a child's absence and whether to authorise that absence. In the majority of cases, a parent or carer's explanation of their child's illness can be accepted without question or concern. In circumstances where there are concerns about a child's attendance or reason for absence, further evidence of a child's illness may be requested.
- The school will challenge parents/carers' statements or seek additional evidence if they have any concerns regarding a child's attendance.

## 7 Attendance Register

The designated staff members will take the attendance register at the start of each school day (during registration) and at the start of the afternoon session. This register will record whether the pupil is:

- Present.
- Absent.
- Attending an approved educational visit.
- Unable to attend due to exceptional circumstances.

King Edward VI Northfield School for Girls will use the national attendance codes to enable the school to record and monitor attendance and absence in a consistent way. The following codes will be used and 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
<b>Attending a place other than the school</b>		
K	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the school

<b>P</b>	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
<b>W</b>	Attending work experience	Pupil is on an approved work experience placement
<b>B</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
<b>D</b>	Dual registered	Pupil is attending a session at another setting where they are also registered
<b>Absent – leave of absence</b>		
<b>C1</b>	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school
<b>M</b>	Medical/dental appointment	Pupil is at a medical or dental appointment
<b>J1</b>	Interview	Pupil has an interview with a prospective employer/educational establishment
<b>S</b>	Study leave	Pupil has been granted leave of absence to study for a public examination
<b>X</b>	Not required to be in school	Pupil of non-compulsory school age is not required to attend
<b>C2</b>	Part-time timetable	Pupil is not in school due to having a part-time timetable
<b>C</b>	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
<b>Absent – other authorised reasons</b>		
<b>T</b>	Parent travelling for occupational purposes	Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
<b>R</b>	Religious observance	Pupil is taking part in a day of religious observance

<b>I</b>	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
<b>E</b>	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
<b>Absent – unable to attend school because of unavoidable cause</b>		
<b>Q</b>	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
<b>Y1</b>	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
<b>Y2</b>	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
<b>Y3</b>	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

## **8 Truancy**

- Truancy means any absence of part, or of all, of one or more days from school, during which the school has not been notified of the cause behind such absence.
- All students are expected to go to their Form rooms by 8.45a.m., where their Form Tutor will record their morning registration; and in their Period 5 lesson at 14:10 pm where the teacher will record their afternoon attendance.
- If pupils are found truanting from lessons (this is defined as more than 7 minutes late to a lesson), they can expect to complete a same day detention for 30 minutes, persistent truancy may lead to time in internal isolation among other sanctions.

## **9 Medical appointments**

- Missing registration/lessons for a medical or dental appointment is counted as an authorised absence. However, we encourage Parents/Carers to make appointments out of school hours. Where this is not possible, the pupil should only be out of school for the minimum amount of time necessary for the appointment.
- Leave of absence for medical appointments requires at least 24 hours' notice to be given. Where prior notice has not been received, appointment cards should be

provided. Routine dental appointments and eye tests should, however, be arranged for during the school holidays. This does not apply to orthodontist appointments.

- Pupils can present a note from their parents/carer to their form tutor, Attendance Team or their Head of Year stating the reason for the request to leave school early. The note is expected to state clearly if the pupil is leaving school independently. The time and date of the appointment must be written on the note, and what time they will be returning if possible.
- When the pupil wishes to leave the school, they present the note to the Reception desk and sign out using Inventory before leaving.
- Students must attend school before and after the appointment wherever possible.

## **10 Authorised and Unauthorised Term Time Absence**

### **10.1 Approval for term-time absence**

- The headteacher will allow pupils to be absent from the school site for certain educational activities, or to attend other schools or settings.
- The headteacher will only grant a **leave of absence** to a pupil during term time if the request meets the specific circumstances set out in the [2024 school attendance regulations](#). These circumstances are:
  - Taking part in a regulated performance, or regulated employment abroad
  - Attending an interview
  - Study leave
  - A temporary, time-limited 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.
- 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.
- Any request should be submitted as soon as it is anticipated and, where possible, at least 6 weeks before the absence. The headteacher may require evidence to support any request for leave of absence.
- Other valid reasons for **authorised absence** include (but are not limited to):
  - Illness (including mental-health illness) and medical/dental appointments
  - 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

## **10.2 Sanctions**

- King Edward VI Northfield School for Girls 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
- 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.
- 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). These penalty notices are not included in the National Framework, not subject to the same considerations about support being provided, and do not count towards the limit as part of the escalation process.
- In these cases, the parent must pay £60 within 21 days, or £120.

#### **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 Birmingham local authority area. 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

#### **11 Strategies for Promoting Attendance & Punctuality**

- Students will take part in a weekly Attendance Form Time session. In these sessions, students will monitor their own attendance and punctuality and will record their attendance in their planners, so for them and parents and carers to review.
- Year group and whole school attendance will also be a feature of all weekly assemblies.
- Excellent/improved attendance will be acknowledged by:
  - References during form time programmes
  - letters to parents;

- Termly certificates;
- photo-displays featuring named pupils;
- references in school newsletters/bulletins;
- stickers in planners;
- class charts positive points
- regular features/presentations on an attendance notice board;
- presentations at assemblies, parents' evenings, etc.;
- personal congratulations from senior staff.
- School trips and events are a privilege. Where attendance is a cause for concern, these privileges may be taken away
- There will be use of attendance contracts and regular meetings with parents/ carers to review progress for those requiring support to improve attendance and punctuality.

## **12 Alternative Education Provision**

- On rare occasions, small numbers of students may be accessing an alternative provider agreed by the school for all, or part of, their timetable. In this instance, the student remains on roll at King Edward VI Northfield School for Girls and the alternative provision.
- Attendance to approved alternative providers is monitored and reflected on school registers.
- The responsibility of ensuring students are safeguarded and receiving appropriate education remains with King Edward VI Northfield School for Girls and the alternative provision establishment.

## **13 Attendance monitoring**

### **13.1 Monitoring attendance**

- King Edward VI Northfield School for Girls 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.
- King Edward VI Northfield School for Girls will analyse its attendance data at whole school, year group and cohort level and where possible compare to national levels to identify areas of focus for improvement.

### **13.2 Analysing attendance**

King Edward VI Northfield School for Girls:

- 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

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

### **13.3 Using data to improve attendance**

King Edward VI Northfield School for Girls will:

- 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 severe absence, and their families
- Provide regular attendance reports to form tutors and Heads of Year to facilitate discussions with pupils and families, and to the governing board and school leaders (including special educational needs co-ordinator, designated safeguarding leads 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.

### **13.4 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 our school's strategy for improving attendance.

King Edward VI Northfield School for Girls 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, our school will sensitively consider some of the reasons for absence
- Implement sanctions, where necessary.





This policy will be reviewed regularly by the chair of governors and the headteacher. The next scheduled review date for this policy is September 2025.

Any changes to this policy will be communicated to all staff, students, parents and other relevant stakeholders.

Date Agreed: September 2024	Date for review: September 2025
Chair of Governing body:	Date signed: