



Linthorpe Community Primary School

*Everyone is equal, everyone is different, everyone is welcome and everyone achieves their best.*

## Attendance Policy

	Term	Year
Last Review Date/Policy Adopted	September	2024
Next Review Date	September	2025
Lead	Mrs Mitchell	

## **Attendance policy**

At Linthorpe Community Primary School we believe that excellent attendance and punctuality is the key to ensuring that our pupils have the best life chances and opportunities. We strongly believe that having access to and receiving a good education is the best way we can ensure that all children achieve the best possible outcomes, empowering them to make the best and most positive choices about their future lives. Parents have a vital role to play and at Linthorpe Primary School there is a strong emphasis on maintaining home-school links and good communication systems that can be utilised whenever there is concern about attendance.

Senior Leader responsible for attendance:  
Mrs Carina George (Deputy Headteacher)

### Attendance Team

Mrs Wase

Mrs Pickersgill

Mrs Jenny

Mrs Stacey

Attendance link Governor: Mrs L. Coulton

To report an absence, request special leave, discuss any issues related to attendance or to request support, parents/carers should contact the school via phone or email.

**Telephone 01642 885222**

**Email: [contact@linthorpeprimary.co.uk](mailto:contact@linthorpeprimary.co.uk)**

## Aims

This policy aims to show our commitment to meeting our obligations with regards to school attendance, including those laid out in the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#), through our whole-school culture and ethos that values good attendance, including:

- Setting high expectations for the attendance and punctuality of all pupils
- Promoting good attendance and the benefits of good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to make sure pupils have the support in place to attend school

We will also actively monitor, promote and support **punctuality** in attending school.

## Attendance and the Law

This policy is based on the Department for Education's (DfE's) statutory guidance on **Working together to improve school attendance** (applies from 19 August 2024) and school attendance parental responsibility measures.

The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern school attendance:

- Part 6 of the Education Act 1996, Part 3 of the Education Act 2002, Part 7 of the Education and Inspections Act 2006, The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, and 2016 amendments), The School Attendance (Pupil Registration) (England) Regulations 2024 and The Education (Penalty Notices) (England) (Amendment) Regulations 2013 and the 2024 amendment

It also refers to:

- School census guidance
- Keeping Children Safe in Education
- Mental health issues affecting a pupil's attendance: guidance for schools

## School Attendance, Safeguarding and Children Missing Education

Children and young people may be at risk of harm if they do not attend school regularly. Safeguarding the interests of each child is everyone's responsibility and within the context of Linthorpe Primary school, promoting the welfare and life opportunities for each child encompasses:- Attendance, Behaviour, Health and Safety, Access to the Curriculum and Anti-bullying.

A child not attending school is considered a safeguarding matter. Children who are missing education are at greater risk than those who are seen regularly in school.

Examples of these risks include:

Child Criminal Exploitation

Radicalisation

Female Genital Mutilation

Modern Day Slavery

Domestic Violence

Honour Based Violence

Neglect

A child not attending school is considered a safeguarding matter. That is why information about the cause of any absence is always required.

## **Roles and responsibilities**

### **The Governing Board**

The governing board is responsible for:

- Setting high expectations of all school leaders, staff, pupils and parents
- Making sure school leaders fulfil expectations and statutory duties, including:
- Making sure the school records attendance accurately in the register, and shares the required information with the DfE and local authority
- Making sure the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific pupils, where appropriate
- Recognising and promoting the importance of school attendance across the school's policies and ethos
- Making sure the school's attendance management processes are delivered effectively, and that consistent support is provided for pupils who need it most by prioritising staff and resources
- Making sure the school has high aspirations for all pupils, but adapts processes and support to pupils' individual needs
- Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual pupils or cohorts who need it most
- Working with school leaders to set goals or areas of focus for attendance and providing support and challenge
- Monitoring attendance figures for the whole school and repeatedly evaluating the effectiveness of the school's processes and improvement efforts to make sure they are meeting pupils needs
- Where the school is struggling with attendance, working with school leaders to develop a comprehensive action plan to improve attendance

- Making sure all staff receive adequate training on attendance as part of the regular continued professional development offer, so that staff understand:
  - The importance of good attendance
  - That absence is almost always a symptom of wider issues
  - The school's legal requirements for keeping registers
  - The school's strategies and procedures for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific pupils, where appropriate
- Making sure dedicated training is provided to staff with a specific attendance function in their role, including in interpreting and analysing attendance data
- Holding the headteacher to account for the implementation of this policy

### **The Headteacher**

The headteacher is responsible for:

- The implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary, and/or authorising the School's Educational Welfare Officer to do so
- Working with the parents of pupils with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for pupils with SEND and where pupils with SEND face in-school barriers
- Communicating with the local authority when a pupil with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the pupil's needs
- Communicating the school's high expectations for attendance and punctuality regularly to pupils and parents through all available channels

### **The designated senior leader responsible for attendance**

The designated senior leader (also known as the 'Attendance Champion') is responsible for:

- Leading, championing and improving attendance across the school
- Setting a clear vision for improving and maintaining good attendance
- Evaluating and monitoring expectations and processes
- Having a strong grasp of absence data and oversight of absence data analysis
- Regularly monitoring and evaluating progress in attendance

- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff
- Liaising with pupils, parents/carers and external agencies, where needed
- Building close and productive relationships with parents to discuss and tackle attendance issues
- Creating intervention or reintegration plans in partnership with pupils and their parents/carers
- Delivering targeted intervention and support to pupils and families
- Monitoring and analysing attendance data (see section 7)
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance, and the headteacher
- Working with the School's Attendance Team and Education Welfare Officer to tackle persistent absence
- Liaising with the EWO around when to issue fixed-penalty notices

The Attendance Champion is Mrs Carina George and can be contacted via the Linthorpe contact email: [contact@linthorpeprimary.co.uk](mailto:contact@linthorpeprimary.co.uk)

### **Class Teachers**

Class Teachers are responsible for recording attendance for both morning and afternoon sessions on a daily basis, using the correct codes and submitting this information to the school office **within the first 10 minutes of arrival.**

**All** missing pupils are reported for safeguarding reasons.

Class Teachers will:

Meet and greet pupils on entry to school

- Provide a safe, nurturing learning environment where pupils want to be every day to grow, thrive and flourish
- Provide a welcoming and supportive atmosphere which enhances pupil progress and development through inspirational and innovative teaching and learning
- Promote and recognise outstanding and good attendance and punctuality through a strategic whole school initiative
- Promote and recognise improvements in attendance and punctuality through a strategic whole school initiative

- Ensure respectful relationships filled with openness, honesty and kindness where we respond to any child's or parent's concerns that may impact the pupil's wellbeing, attendance, or punctuality
- Maintain regular and accurate records of AM and PM attendance and punctuality; ensuring registers are taken for every morning and afternoon session **within the first 10 minutes of arrival** and missing pupils are reported for safeguarding reasons

### **School Office staff**

The School Office staff will:

- Take calls from parents/carers about absence on a day-to-day basis and record it on the school system.
- Inform the Attendance Team in order to provide them with more detailed support on attendance

### **Parents & Carers**

It is the responsibility of schools, parents/carers and pupils to work in partnership to ensure that all pupils receive an appropriate education suitable to their needs. As a school we will work with families to identify reasons for poor attendance and support them to resolve difficulties.

Parents are expected to:

- Be aware of their legal responsibilities
- Ensure their child(ren) regularly attend school
- Ensure that their child arrives at the school punctually at the start of the day
- Ensure that they contact the school each day that their child is absent **before 9am** and explain the reason for the absence
- Apply to the Headteacher for a period of absence in advance where there are **exceptional circumstances**
- Notify the school immediately of any changes to contact details
- Provide school with two emergency contacts
- Work with school staff to address any attendance or punctuality concerns which may arise
- Not ignore, agree with or condone their child's non-attendance
- Support school attendance by **not taking family holidays during term-time**
- Where possible, aim to make medical/dental appointments outside of school hours. Where this is not possible, parents/carers will aim to ensure that pupils attend school prior to/after each appointment to minimise the amount school missed
- Support the school attendance and punctuality policy

### **Pupils**

Pupils are expected to attend school every day and be on time.

## Recording Attendance

### Registers

We will keep an electronic attendance register, and place all pupils onto this register. The register for the morning session will be taken within the first 5-10 minutes after the class has entered the school building. The register for the afternoon session will be taken after lunchtime.

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark, using the appropriate national attendance and absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024, whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

We will also record:

- Whether the absence is authorised or not
- The nature of the activity, where a pupil is attending an approved educational activity
- The nature of circumstances, where a pupil is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 6 years after the date on which the entry was made.

The school day starts as follows:



Year Group	Start Time	Finish Time
Little Learners and Nursery	8.30am-8.45am (to 11.30am)	12.15pm-12.30pm (to 3.00-3.15pm)
Reception	8.40am – 8.50am	3.10pm
Year 1	8.40am	3.10pm
Year 2	8.50am	3.20pm
Year 3	8.45am	3.15pm
Year 4	8.45am	3.15pm
Year 5	8.45am	3.15pm
Year 6	8.45am	3.15pm

### Unplanned absence

Parents must notify the school of the reason for the absence on **the first day** of an unplanned absence by **9am** by calling the school, speaking to a member of the office staff or by leaving a message on the school answering machine.

We will mark absence due to physical or mental illness as authorised, unless the school has a genuine concern about the authenticity of the illness.

Where the absence is longer than 5 days, or there are doubts about the authenticity of the illness, the school will ask for medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents will be notified of this in advance.

### Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent notifies the school in advance of the appointment.

However, we encourage parents to make medical and dental appointments **out of school hours** where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

The pupil's parent must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

### Lateness and punctuality

A pupil who arrives late:

- After the register has closed will be marked as absent, using the appropriate code

### Following up unexplained absence

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

- Call the pupil's parent on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school will send an urgent email requesting that the parent contacts the school to inform of the reason for absence as soon as possible. If there is a safeguarding concern, a home visit may be carried out.
- Call the parent on each day that the absence continues without explanation, to make sure proper safeguarding action is taken where necessary. If absence continues, the school will involve the Education Welfare Officer.
- Support to the pupil and/or their parents to improve attendance
- Identify whether the pupil needs support from wider partners, as quickly as possible, and make the necessary referrals
- Where support is not appropriate, not successful, or not engaged with issue a notice to improve, penalty notice or other legal intervention

### Reporting to parents

The school will regularly inform parents/ carers about their child's attendance and absence levels via written reports twice yearly (Spring term 1 and Summer term 2)

### Authorised and unauthorised absence

#### 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
- 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.

**As a leave of absence will only be granted in exceptional circumstances, and will not 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 in writing. Leave of absence forms can be obtained from the school office.

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
- 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

## **Sanctions**

Our school will make use of the full range of potential sanctions – including, but not limited to, those listed below – to tackle poor attendance. Decisions will be made on an individual, case-by-case basis.

### **Penalty notices**

The headteacher (or someone authorised by them), local authority or the police can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a penalty notice.

If the school issues a penalty notice, it will check with the local authority before doing so, and send it a copy of any penalty notice issued.

Before issuing a penalty notice, the school will consider the individual case, including:

- Whether the national threshold for considering a penalty notice has been met (10 sessions of unauthorised absence in a rolling period of 10 school weeks)
- Whether a penalty notice is the best available tool to improve attendance for that pupil
- Whether further support, a notice to improve or another legal intervention would be a more appropriate solution
- Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate

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 local authority area in which the pupil attends school.

They will include:

- Details of the pupil's attendance record and of the offences
- The benefits of regular attendance and the duty of parents under [section 7 of the Education Act 1996](#)
- Details of the support provided so far
- Opportunities for further support, or to access previously provided support that was not engaged with
- A clear warning that a penalty notice may be issued if attendance doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis
- A clear timeframe of between 3 and 6 weeks for the improvement period
- The grounds on which a penalty notice may be issued before the end of the improvement period

## **Strategies for promoting attendance**

Promoting good attendance and punctuality

Staff will take every opportunity to encourage and praise regular attendance and punctuality.

Regular written communication with home will aim to remind parents of the need to ensure children attain maximum attendance.

The importance and benefits of regular attendance and punctuality are actively promoted to parents and children at Linthorpe Community Primary School through:

Our school vision – Happy, Healthy and Here

Welcome assemblies

Parent consultations– attendance and punctuality are discussed

Weekly attendance data shown on the screen in the school entrance and shared on social media platforms

Attendance and punctuality information included in pupil reports

Communication with parents e.g. personalised letters, newsletters and school website

Rewards and inclusive incentives:

Attendance rewards for the class in each year group with the highest attendance celebrated weekly

Attendance rewards given to pupils with improving attendance each half term

Punctuality prizes for children that are present and on time for school

Praise postcards sent home to celebrate good or sustained improved attendance

### **Understanding barriers to attendance**

Where attendance is falling to a level causing concern parents/carers will be invited into school to discuss and address any potential in school barriers. Where barriers are out of our control, we will meet with pupils and parents/carers to enable us to understand the barriers and agree actions or interventions to address them. This may include referrals to services and organisations that can provide support.

Where absence intensifies, so will the support. We will work with pupils, parents/carers, the local authority, and all other relevant partners. Where appropriate, formal meetings will take place involving parents/carers, the pupil and the senior leader responsible for attendance.

These meetings will clearly explain the consequences of persistent and severe absence to the pupil and family and the potential need for legal intervention in future, but, importantly, will also provide an opportunity to continue to **listen to, understand and empathise** with the barriers to attendance and explain the help that is available.

It is important to note that whilst our policy will be applied fairly and consistently, we will always consider the individual needs of pupils and their families with regards to specific barriers to attendance. Measures described in paragraph 40 of 'Working Together to Improve School Attendance' will be implemented as and when the need arises. Where appropriate we will liaise with external partners such as the local authority and/or Medical Services to ensure that all pupils are able to access education.

In very exceptional cases, and where it is in the pupil's best interests, there may be a need for a temporary part-time timetable to meet their individual needs. These will be discussed and agreed with the designated senior leader and will be regularly reviewed.

### **Pupils absent due to mental or physical ill health or SEND**

Where a pupil has an education health and care (EHC) plan and their attendance falls, or the school becomes aware of barriers to attendance that related to the pupil's needs, the school will inform the local authority.

### **Attendance monitoring**

#### *Stage 1 – Monitor*

This section describes the role of school in relation to improving attendance.

The class teacher has responsibility for maintaining an accurate register and collecting notes explaining absence. Teachers promote the importance and benefits of regular attendance in school through their strong, positive relationships with pupils and families.

All pupils that fall in the range between 91-96% are regularly monitored by the Attendance Team.

Early intervention might include a phone call, letter or meeting with parents/carers.

Further support may be needed by the Care Team and the school Emotional Well-being Practitioner to work with parents and pupils to better understand underlying factors for poor attendance and offer appropriate support.

### *Stage 2 – Stepping Up Support*

Where early intervention has demonstrated a lack of sustained improvement, school will intensify monitoring and levels of support.

A Parent Contract (individual attendance plan with set targets) will be put in place alongside appropriate support and will be reviewed regularly for a period of 4 weeks.

Parents will be offered support via Early Help, Barnardos or School Nursing service etc.

Parents/carers will be asked to visit the school to discuss attendance and strategies to improve, with the Attendance Team in order to formalise support.

### *Stage 3 – Enforce*

Parents and pupils are supported by the school's Education Welfare Officer and by the Local Authority to overcome issues that prevent regular school attendance through a wide range of intervention strategies. Where this intervention fails, a penalty notice can be issued for unauthorised absence and if a parent/carer fails to ensure improved attendance.

Where attendance falls below 90% the Education Welfare Officer discusses the pupil with the School Attendance Team and/or Headteacher.

If appropriate, the parent will be contacted by the school's Education Welfare Officer and maybe invited into school where an Initial Assessment of need is completed.

If required a referral will be made to statutory services including social care.

An Attendance Support Plan will be put in place and the pupil's attendance will continue to be monitored. The Education Welfare Officer to complete home visits as necessary for the duration of the plan.

Should the pupil's attendance continue to cause concern, then the Education Welfare Officer will consider further action in line with Local Authority Attendance procedures. This may include inviting parents into school to an Attendance Case Conference.

The Education Welfare Officer may refer the matter to the Local Authority requesting that a Fixed Penalty Warning Letter to be issued to parent(s).

If a pupil's attendance continues to cause concern, and in-line with local authority attendance procedures, the Education Welfare Officer will complete the unauthorised absences referral form and refer the matter to the Local Authority Education Welfare Service who on receipt will action the referral.

## Monitoring attendance

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

Specific pupil information will be shared with the DfE on request.

Data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics.

The school will benchmark its attendance data at whole school, year group and cohort level against local, regional, and national levels to identify areas of focus for improvement, and share this with the governing board.

## Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils, groups or cohorts that need additional support with their attendance, and
- Identify pupils whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence
- Conduct thorough analysis of half-termly, termly, and full-year data to identify patterns and trends
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

## Using data to improve attendance

We will:

- Develop targeted actions to address patterns of absence (of all severities) of individual pupils, groups or cohorts that it has identified via data analysis
- 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 (see section 8.4 below)
- Provide regular attendance reports to teachers to facilitate discussions with pupils and families, and to the governing board and school leaders (including special educational needs co-ordinators, designated safeguarding lead and our 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

## Reducing persistent and severe absence



Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school. Reducing persistent and severe absence is central to the school's strategy for improving attendance.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:
  - Discuss attendance and engagement at school
  - Listen, and understand barriers to attendance
  - Explain the help that is available
  - Explain the potential consequences of, and sanctions for, persistent and severe absence
  - Review any existing actions or interventions
- Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant
- Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these pupils. In doing so, the school will sensitively consider some of the reasons for absence
- Implement sanctions, where necessary

### **Monitoring arrangements**

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

### **Links with other policies**

This Attendance Policy has due regard to the related statutory legislation including:

Parental Responsibility Measures

Children Missing Education

Supporting Pupils with Medical Conditions at School

Exclusions Policy

Alternative Provision

Safeguarding (KCSiE)

The Education (Pupil Registration) (England) Regulations 2006

SEND Code of Practice

The European Convention on Human Rights (ECHR)

The Equality Act 2010

UN Convention on the Rights of the Child.

This policy should also be read in conjunction with the following school policies:

Safeguarding and Child Protection

SEND

Suspensions and Exclusions