Blenheim Primary School

Attendance Policy 2026-27

Date and version	Changes
2 September 2026	Approved
July 2026 Draft	Policy Update in line with changes to Keeping Children Safe in Education 2026

Introduction/Aim

At **Blenheim Primary School,** improving school attendance is a shared responsibility, and a priority that underpins every child's right to learn, thrive and achieve. We value the attendance of all pupils. Missing out on lessons leaves children vulnerable to falling behind and can put them at risk of wider harm. As set out in this policy, we will work with families to identify the reasons for poor attendance and try to resolve any difficulties at the earliest opportunity possible.

Our attendance policy aims to give clear guidance to staff, parents, pupils, and governors/trustees to:

- Promote a positive and welcoming environment in which pupils feel safe, secure, and valued.
- Promote strong attendance to support pupils' achievement by maintaining the highest possible standards of attendance and punctuality.
- Acknowledge the vital role all staff play in encouraging and sustaining good attendance.
- Establish a clear system for monitoring and responding to pupil absence, taking prompt action to address emerging patterns.
- Build and maintain positive relationships with families to ensure pupils receive the support they need to attend school regularly.
- Encourage effective support structures and champion multi-agency collaboration to improve attendance outcomes.
- Ensure parents understand their legal responsibilities and that all children can access the education to which they are entitled.

Legislation and Guidance

This policy is based on the DfE's statutory guidance on Working together to improve school attendance, School behaviour and attendance: parental responsibility measures and A guide for schools on communicating with schools about attendance.

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
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013 and the 2024 amendment

It also refers to:

- School census guidance
- Keeping Children Safe in Education 2026
- Mental health issues affecting a pupil's attendance: guidance for schools

This Policy also complies with our Trust's funding agreement and Articles of Association.

Roles and Responsibilities

We believe that improving school attendance is everyone's business. It is a shared responsibility by governors/trustees, all school staff, parents, pupils, the wider school community and multi-agency partners. We aim to always work in partnership with our parents.

Headteachers and Heads of School

Headteachers and Heads of School are responsible for:

- Setting high expectations for pupils, parents and staff, and communicating these high expectations for attendance and punctuality regularly through all available channels.
- Ensuring the effective implementation of this policy across the school.
- Making sure the school records attendance accurately in the register, and shares the required information with the DfE and Local Authority including:
    a) Notifying the Local Authority when a pupil's name is added to or deleted from the school admission register outside of standard transition times.
    b) Providing the Local Authority with the details of pupils who fail to attend school regularly, or who have been marked with an unauthorised absence for a continuous period of 10 school days.
    c) Providing the Local Authority with the details of pupils who the school believes will miss 15 days consecutively or cumulatively because of sickness.
- Making sure the school works effectively with local partners to help remove barriers to attendance, keeping them informed regarding specific pupils, where appropriate.
- Recognising and promoting the importance of school attendance across wider school's policies and ethos.
- Making sure the school's attendance management processes are delivered effectively, and that 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, reporting this to the Local Governing Body.
- Working with the parents of pupils with Special Educational Needs and/or Disabilities (SEND) to develop specific support approaches for attendance for pupils with SEND, including where school transport may not be working, 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.
- Issuing fixed-penalty notices, where necessary, and/or authorising the school attendance officer to be able to do so.
- 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.
- Making sure all staff receive adequate training on attendance as part of the regular continued professional development offer, so that staff understand:
    a) The importance of good attendance.
    b) That absence is almost always a symptom of wider issues.
    c) The school's legal requirements for keeping registers.
    d) 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.

Trust Leaders, Trustees and Local Governing Bodies

Trust Leaders, Trustees and Local Governing Body Members are responsible for:

- Regularly reviewing and challenging attendance data, helping school leaders focus improvement efforts on the cohorts or individual pupils who need it most.
- Working with school leaders to set goals or areas of focus for attendance and providing support and challenge around plans for improvement.
- Monitoring attendance figures at a school and Trust level, regularly evaluating the effectiveness of the school and Trust processes and improvement effort to ensure leaders are meeting pupils' needs.
- Where the school is facing barriers regarding attendance, working with school leaders to identify strategies and develop comprehensive plans to improve attendance.
- Sharing effective practice on attendance management and improvement across all schools.
- Holding the Headteacher to account for the implementation of this policy.

Designated Senior Leader responsible for attendance

The Designated Senior Leader (also known as the 'Senior 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 and external agencies, where needed.
- Building close, productive relationships with parents to discuss and tackle attendance issues.
- Creating intervention or reintegration plans in partnership with pupils and their parents.
- Delivering targeted intervention and support to pupils and families.

Attendance Officer

The Attendance Officer for each school is responsible for:

- Monitoring and analysing attendance data.
- 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 Education Welfare Officers to tackle persistent absence.
- Advising the Headteacher or person authorised by the Headteacher when to consider issuing a Fixed-Penalty Notice.

Class Teachers

Class teachers are responsible for recording attendance in both morning and afternoon sessions on a daily basis, using the correct codes (see Appendix 2) or the codes available to them, and submitting this information to the school office at the end of each registration period.

School Office and Administration Staff

School office staff will:

- Take calls from parents about absence on a day-to-day basis and record reasons for any absences on the school system.
- Transfer calls from parents to attendance professionals within the school where appropriate, in order to provide more detailed support on attendance.

Parents

Where this policy refers to a parent, it refers to the adult the school and/or Local Authority decides is most appropriate to work with, including:

- All natural parents, whether they are married or not.
- All those who have parental responsibility for a child.
- Those who have day-to-day responsibility for a child (i.e. lives with and looks after them).

Parents are expected to:

- Make sure their child attends every day and on time.
- Call the school to report their child's absence before 9.20am on the day of the absence and each subsequent day of absence, and advise when they are expected to return.
- Provide the school with at least 2 emergency contact numbers for their child.
- Ensure that, where possible, appointments for their child are made outside of the school day.
- Keep to any attendance contracts that they make with the school and/or Local Authority.
- Seek support, where necessary, for maintaining good attendance by contacting the School Attendance Champion or other professional.

Promoting Regular Attendance

Within our Trust schools, we believe in developing good patterns of attendance and set high expectations for the attendance and punctuality of all our pupils from the outset. We recognise the strong connections between attendance, attainment, safeguarding and wellbeing. Helping to create a pattern of regular attendance is the responsibility of parents, pupils and all members of school staff.

To help us all to focus on this, we will:

- Submit a daily attendance return to the DfE, in line with legal expectations placed on schools.
- Build strong relationships and work jointly with families.
- Give parents details on attendance in our newsletters and websites.
- Promote the benefits of good attendance.
- Accurately complete attendance registers and have effective day-to-day processes in place to follow-up absence, as required by law.
- Recognise good or improving attendance.
- Celebrate excellent attendance by reporting individual achievements.
- Report to parents regularly on their child's attendance and the impact on their progress.
- Contact parents should their child's attendance fall below 95% for attendance.

Types of Absence

Any absence affects the routine of a child's schooling and regular absence will seriously affect their learning journey and ability to progress. Ensuring a child's regular attendance at school is a parental responsibility and allowing absence from school, without a good reason, creates an offence in law and may result in prosecution. Every half-day absence from school has to be classified by the school (not by the parent), as either **authorised** or **unauthorised**. This is why information about the cause of any absence is always required. Each half-day is known as a 'session'.

Authorised absences

These are morning or afternoon sessions away from school for a genuine reasons,

such as (but not limited to):

- illness - medical or dental appointments which unavoidably fall in school time, emergencies or other unavoidable causes. In line with Department for Education guidance, if the school has a genuine concern about the authenticity of the illness, we may ask the parent to provide medical evidence, such as a prescription, appointment card, or other appropriate form of evidence. Where a pupil has a verified and chronic health condition, we will aim to work with parents to ensure children have access to education and provide appropriate support in line with Supporting pupils at school with medical conditions.
- 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 parents' 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).
- Attending an offsite approved educational activity e.g. sports event, trip arranged by the school or transition day.
- 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.

The Headteacher can also 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.
- Attending an interview.
- A temporary, time-limited part-time timetable.
- Exceptional circumstances.

Exceptional circumstances

These are granted at the Headteacher's discretion and will only be granted in line with the 2024 school attendance regulations. To qualify, an event must be rare, significant, unavoidable, and short, offering a unique value that outweighs the loss of teaching time. Leisure trips, family holidays, and protest activities do not meet these criteria, and applications for them will likely be refused. The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant background context behind the request.

To request a leave of absence, parents must apply in writing and in advance using the school's official form. If a child is taken out of school without prior approval, or if a request is denied, the absence will be recorded as unauthorised. Under the National Framework, unauthorised term-time absences are highly likely to result in Penalty Notices being issued to each parent.

If a leave of absence is granted, the school will not provide work for the child during their time away, though parents are encouraged to read with them. Finally, parents must strictly adhere to the agreed-upon return date. Failing to return on time without immediate communication may result in the school initiating 'Children Missing in Education' procedures with the Local Authority

Unauthorised absences

Unauthorised absences are those which the school does not consider reasonable and for which no 'leave' has been granted. This type of absence can lead to the school referring to the Local Authority for Fixed-Penalty Notices and/or legal proceedings. Whilst this is not an exhaustive list, unauthorised absence includes:

- Parents keeping children off school unnecessarily e.g. because they had a late night or for non-infectious illness or injury that would not affect their ability to learn.
- Absences which have not been properly explained.
- Day trips, shopping trips or birthdays.
- Looking after other children or accompanying siblings or parents to appointments.
- Holidays taken during term time, not deemed 'for exceptional purposes' by the Headteacher, including any arranged by other family members or friends.
- Other leave of absence in term time which has not been agreed.
- Children who arrive at school after the close of registration. This is marked using a 'U' which indicates that the child is in school for safeguarding purposes, but the session is counted as an absence.

Persistent absence

This 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 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:
    a) discuss attendance and engagement at school
    b) listen, and understand barriers to attendance
    c) explain the help that is available
    d) explain the potential consequences of, and sanctions for, persistent/severe absence
    e) 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.
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Absence Procedures

Schools monitor and review all pupils' absence, and the reasons that are given, thoroughly.

If a child is absent from their school the parent must follow these procedures:

- Contact the school on the first day of absence before 9:20 am, when our register closes.
- The school has an answer phone available to leave a message if nobody is available to take your call, or you may call into school personally and speak to the office staff. Please be aware that, if you leave a voicemail to report your child's absence, you may receive a call from the school so that we may discuss the absence before making a decision as to whether the absence is to be recorded as authorised.
- Contact the school on every further day of absence, again before *9:20 am.*
- Ensure that your child returns to school as soon as possible and you provide any medical evidence, if requested, to support the absence. Medical evidence may be requested where your child is having multiple periods of absence which are reported as being due to medical reasons. When determining whether a child is too ill to attend school, both parents and school staff can consider the advice provided by the NHS.

If your child is absent, we will:

- Telephone and message the child's parent via Arbor on the first, and every subsequent day of absence, if we have not heard from them. However, it is the parents responsibility to contact us.
- If we are unable to make contact with parents by telephone, we will telephone emergency contact numbers, send other communications and a home visit may be made, in the interests of safeguarding. If the school cannot reach any of the pupil's emergency contacts the school may contact the Local Authority of the Police for a welfare check to be implemented.
- A referral will be made to Local Authority if no contact has been made with parents by the 10th day of absence (or sooner if deemed appropriate), at which point your child will be considered to be "missing from education."

If absence continues we will:

- Call the parent on each day that the absence continues to make sure safeguarding action is taken where necessary. If absence continues, after 15 days of consecutive or cumulative sickness across the school year the school will inform the Education Welfare Officer and/or the Local Authority in line with DfE guidance.
- Write to you if your child's attendance is below 95% and causing concern, and/or where punctuality is a concern. These letters are produced by our Attendance Officer and are directly correlated to the attendance registers held on our Management Information System.
- Arrange a meeting with appropriate members of school staff, so that you can discuss the situation. .
- Create a personalised action/support plan, such as an attendance contract, to address any barriers to attendance and make clear each person's role in improving the attendance patterns of your child (Appendix 3).
- Signpost support to other agencies or services, if appropriate and make the necessary referrals.
- Refer the matter to the Local Authority for relevant legal sanctions, if attendance deteriorates following the above actions.

Lateness

We recognise that poor punctuality can sometimes lead to irregular school attendance patterns. Good time-keeping is a vital life skill which will help children as they progress through their school life and into the wider world. Pupils who arrive late can disrupt lessons and, if a child misses the start of the

day, they can feel unsettled, dysregulated and risk missing important work and messages from their class teacher.

The times of the start and close of the school day for all pupils at the school are:

Doors open:	8:40am
Doors close:	8:50am
Registration opens:	8:50am
Registration closes:	9:00am
Registers close:	9:20am
End of the school day:	3:10pm EYFS, 3:15pm KS1, 3:20pm KS2

How we manage lateness:

- The school day starts at *8:40am* when children can begin to come into school.
- Registers are taken at 8:50am*.*
- Children arriving after 8:55am are required to come into school via the school office. If accompanied by a parent, they must sign them into our 'Late Book' and provide a reason for their lateness, which is recorded.
- At 9:20am the registers will be closed. In accordance with the Regulations, if your child arrives after that time, they will receive a mark that shows them to be on site (U), but this will **not** count as a present mark and it will mean that they have an unauthorised absence.
- The school may contact parents regarding punctuality concerns.

Unauthorised lateness could result in the school referring to the Local Authority for sanctions and/or legal proceedings. If your child has a persistent lateness record, you may be asked to meet with the School Attendance Champion but you can approach us at any time if you are having difficulties getting your child to school on time. We expect parents and staff to encourage good punctuality by being good role models to our children and work in partnership to secure this.

Attendance Register

Within our schools we keep an electronic attendance register, and place all pupils onto this register. Schools within our Trust will take their attendance register at the start of the first session of each school day and once during the second session, at the same time for all pupils. When marking our registers, we will apply the national codes as outlined and regulated by the Department for Education guidance to accurately record and report attendance [Appendix 2].

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:

- For pupils of compulsory school age 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.

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

Reporting to Parents

In line with DfE requirements, our schools report attendance to parents regularly. Schools will regularly inform parents about their child's attendance and absence levels at least twice per year through written reports created through our Management Information System. Where a pupil's attendance raises concern this is reported on regular intervals through contract meetings which are held in partnership with the school and parents and wider agencies, where appropriate.

Understanding Barriers to Attendance

We recognise that poor attendance can be an indication of difficulties in a family's life. This may be related to problems at home and/or in school. Parents are encouraged to inform school of any difficulties or changes in circumstances that may affect their child's attendance and/or behaviour in school, for example: bereavement, divorce/separation, emerging health concerns, housing issues, mental health concerns, etc. This will help the school to identify any additional support that may be required.

We also recognise that some pupils are more likely to require additional support to achieve good attendance. The school will implement a range of strategies to support improved attendance based on the individual needs and circumstances of the child.

Strategies we may use to support you include:

- Holistic Support - We will work with families to understand and remove barriers to attendance (e.g., minor ailments, medical conditions, SEND, or bullying).
- Early Intervention - Rather than waiting for absence to become severe, we will use data to monitor patterns, conduct regular reviews, and implement joint action plans with parents.
- Clear Communication - We will use positive, clear, and consistent messaging to set expectations and celebrate attendance improvements.
- Collaboration - If your child is struggling to attend, parents should reach out to the school's Inclusion Team to establish what help and adjustments can be put in place.

To plan the correct support, we will always invite parents and, where appropriate, pupils to attend a meeting to discuss the concerns and devise a plan to support the child's regular attendance. Support offered to families will be child-centred and planned in discussion and agreement with both parents and pupils.

Local Authority Attendance Support Services

Local Authority Attendance Specialists work strategically by offering support to schools, to reduce Persistent Absence and improve overall attendance. Parents are expected to work with the school and Local Authority to address any attendance concerns. Parents should proactively engage with the support offered, aiming to resolve any problems together. This is nearly always successful. If difficulties cannot be resolved in this way, the school may consider more formal support and/or refer the child to the Local Authority. If attendance does not improve, legal action may be taken in the form of a Penalty Notice or prosecution in the Magistrates Court.

National Framework for Penalty Notices

There is a single consistent national threshold for when a Penalty Notice must be considered by all schools in England, of 10 sessions (usually equivalent to 5 school days) of unauthorised absence within a rolling 10 school week period. The 10 sessions of absence do not have to be consecutive and can be made up of a combination of any type of unauthorised absence (G, O and/or U coded within the school's registers). The 10 school week period can span different terms, school years or education settings. 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 them a copy of the required paperwork. Before issuing a Penalty Notice, the school will consider the individual case, including:

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

A Penalty Notice may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the school has notified the parents that the pupil must not be present in a public place on that day). These penalty notices are not included in the National Framework, and are not subject to the same considerations about support being provided, and do not count towards the limit as part of the escalation process.

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. Sanctions may include issuing each parent (for each child) with a Penalty Notice for £160, reduced to £80 if paid within 21 days (for the **first** offence). 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. If a third offence is committed, the matter may be referred to the Local Authority for consideration of prosecution via the Magistrates Court. If prosecution is instigated for irregular school attendance, each parent may receive a fine of up to £2500 and/or up to 3 months in prison. If a parent is found guilty in court, they will receive a criminal conviction. The payment of a penalty notice 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.

The Code of Conduct with regards to attendance within our Local Authority can be found here.

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

Deletion from Roll

For any pupil leaving one of our Trust schools, other than at the end of Year 6 in primary or Year 11 in secondary school, parents are required to complete a 'Pupils moving from school' (Appendix 5). This provides the school with the following information: Child's name, class, current address, date of leaving, new home address, name of new school, address of new school. This information is essential to ensure that we know the whereabouts and may appropriately safeguard all of our pupils, even those who leave us. It is crucial that parents keep the school updated with current addresses and contact details for the pupil and key family members, in case of emergency.

Under Pupil Regulations 2006, all schools are legally required to notify their Local Authority of every new entry to the admission register within five days of the pupil being enrolled. In addition to this, every deletion from the school register must also be notified to the Local Authority, as soon as the ground for deletion has been met in relation to that pupil, and in any event, no later than the time at which the pupil's name is deleted from the register. This includes removing names of pupils included in the admission register in error, the application of "reasonable distance" (Ground G), and reasonable adjustments. This duty does not apply when a pupil's name is removed from the admission register at a standard transition point – when the pupil has completed the final year of education normally provided by the school.

Attendance Analysis and Monitoring

The school will:

- Monitor and analyse attendance patterns and trends (across whole school, year group, cohort and pupil group, including young carers) and use this data to deliver intervention and support in a targeted way to pupils and families.
- Use this analysis to further explore attendance patterns and to facilitate discussions with pupils and their families.
- Benchmark attendance data (at whole school, year group, cohort and pupil group, including young carers against similar schools and national levels to identify areas of focus for improvement.
- Devise specific strategies to address areas of poor attendance identified through data.
- Provide regular attendance reports to class teachers and school leaders including the SENCO, DSL and Pupil Premium Leads), to facilitate discussions with pupils and their families, and to the Local Governing Body and Trust leaders.

- Monitor the impact of school wide attendance initiatives and use the findings to evaluate approaches or inform future strategies.
- Provide data and reports to support the monitoring work of the board or governing body and local authority when appropriate.
- Work collaboratively with the Local Authority and external agencies to evaluate reasons for absence and implement strategies to support families to minimise instances of their child's absence.

Appendix 1: Key Contacts

Reporting School Absence *The member of staff parents should contact about attendance on a day to day basis.*	Name: Nicola Bridgland Contact details: 01702 474684 info@blenheim.lihtrust.uk
Senior Attendance Champion *The senior leader responsible for the strategic approach to attendance in our school.*	Name: Suzy Crowe Contact details: 01702 474684 info@blenheim.lihtrust.uk
Attendance Officer *The member of staff parents should contact for support with attendance.*	Name: Jensine Overaa Contact details: 01702 474684 info@blenheim.lihtrust.uk

Appendix 2: Attendance Codes

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
Attending a place other than the school		
K	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Attending work experience	Pupil is on an approved work experience placement
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience

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

I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
Absent – unable to attend school because of unavoidable cause		
Q	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Pupil is unable to attend as they are: · In police detention · Remanded to youth detention, awaiting trial or sentencing, or · Detained under a sentence of detention

Y6	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
Absent – unauthorised absence		
G	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes
O	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
U	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
Administrative codes		
Z	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays

Appendix 3 - Contract

An example of an Attendance Contract form can be located here.

Appendix 4 - Leave of Absence Request Form

An example Leave of Absence Request Form can be found here.

Appendix 5 - Pupil Leaving Form

An example of a pupil leaving school form can be located here.