



# Barrowcliff School

## Attendance Policy

September 2026 – August 2027

### 1. Statement of Commitment

Barrowcliff School is committed to ensuring that every pupil receives their full entitlement to education and achieves the best possible outcomes through excellent attendance and punctuality.

Regular school attendance is essential to educational achievement, safeguarding, wellbeing, social development and future life opportunities.

The school recognises that attendance is everyone's responsibility. Improving attendance requires strong partnerships between pupils, parents/carers, school staff, governors, the Local Authority and other agencies.

The school will promote a culture where good attendance is valued, expected and celebrated, whilst ensuring appropriate support is provided to pupils and families experiencing barriers to attendance.

The school will follow the principles set out within the Department for Education's *Working Together to Improve School Attendance (July 2026)* by:

- Building strong relationships with families.
- Taking a support-first approach.
- Identifying attendance concerns early.
- Providing targeted and proportionate intervention.
- Working collaboratively with external agencies.
- Using legal intervention only where support has not secured improvement.

### 2. Legislation and Guidance

This policy has been developed with regard to:

- Education Act 1996
- Education and Inspections Act 2006
- Children Act 1989 and 2004
- School Attendance (Pupil Registration) (England) Regulations 2024
- Working Together to Improve School Attendance (July 2026)
- Children Missing Education Statutory Guidance
- Keeping Children Safe in Education

- Equality Act 2010

### 3. Policy Aims

The school aims to:

- Achieve the highest possible attendance for all pupils.
- Promote a positive culture of attendance.
- Reduce absence and persistent absence.
- Reduce severe absence.
- Ensure attendance is monitored rigorously.
- Identify attendance concerns at the earliest opportunity.
- Support pupils and families to overcome barriers.
- Safeguard children who are absent from education.
- Ensure equitable attendance outcomes for vulnerable groups.

### 4. Attendance Expectations

The school expects every pupil to attend whenever the school is open unless there is a genuine reason preventing attendance.

Attendance levels are monitored as follows:

**Expected Attendance**

96% and above

**Attendance Concern**

Below 96%

**Persistent Absence**

Below 90%

**Severe Absence**

Below 50%

The school recognises that even small amounts of absence can significantly affect educational progress.

### 5. Roles and Responsibilities

#### **Governing Body**

The Governing Body will:

- Promote the importance of attendance.
- Review attendance data regularly.
- Challenge and support school leaders.
- Monitor attendance of vulnerable groups.

- Ensure statutory duties are fulfilled.
- Receive reports on attendance, persistent absence and severe absence.

## **Headteacher**

The Headteacher will:

- Lead attendance strategically.
- Ensure attendance remains a whole-school priority.
- Ensure resources are allocated appropriately.
- Ensure compliance with statutory requirements.
- Consider leave of absence requests.
- Work with the Local Authority where attendance concerns remain unresolved.

## **Attendance Officer**

The Attendance Officer will:

- Monitor attendance daily.
- Implement first-day response procedures.
- Analyse attendance patterns.
- Identify pupils requiring support.
- Coordinate attendance interventions.
- Liaise with parents and external agencies.
- Maintain attendance records.

## **Class Teachers**

Teachers will:

- Complete accurate registers.
- Promote excellent attendance.
- Identify attendance concerns.
- Communicate concerns promptly.

## **Parents and Carers**

Parents have a legal responsibility to ensure their child receives suitable full-time education.

Parents are expected to:

- Ensure regular attendance.
- Notify school of absence promptly.

- Engage with attendance support.
- Attend attendance meetings when requested.

## 6. Registration Procedures

Registers are taken at the beginning of both the morning and afternoon sessions.

Registers constitute a legal document and must be completed accurately.

Pupils arriving after registration opens (8.45am) but before it closes (9.15am) will be marked late.

Pupils arriving after registration closes (9.15am) will receive the appropriate late code in accordance with national attendance guidance.

## 7. Reporting Absence

Parents/carers must notify the school on the first day of absence and each subsequent day of absence unless otherwise agreed.

The school may request evidence where:

- Absences become frequent.
- Attendance is causing concern.
- There is a pattern of absence.
- The authenticity of absence needs clarification.

Medical evidence may include:

- Appointment letters.
- Hospital correspondence.
- Prescriptions.
- Medical professional confirmation.

## 8. Promoting Good Attendance

The school promotes positive attendance through:

- Positive relationships.
- Clear communication.
- Celebration of good attendance.
- Recognition of improvement.
- Attendance awareness activities.
- Early intervention when concerns arise.

The school recognises that attendance support should be individualised and sensitive to individual circumstances.

## 9. Attendance Monitoring

Attendance is monitored:

- Daily.
- Weekly.
- Half-termly.
- Termly.

Attendance data is analysed by:

- Whole school.
- Year group.
- Class.
- Individual pupils.
- Persistent absence.
- Severe absence.
- SEND.
- Pupil Premium.
- Children in Care.
- Previously Looked After Children.
- Pupils with social workers.
- Young carers.
- Alternative Provision pupils.
- Other vulnerable groups.

The school uses attendance data to identify trends, barriers and priorities for improvement.

## 10. Graduated Attendance Support

### **Universal Support**

All pupils receive:

- High-quality education.
- Positive attendance messages.
- Attendance monitoring.
- Attendance rewards and recognition.

### **Early Intervention**

Where attendance begins to decline the school will:

- Contact parents.
- Explore barriers.
- Offer support.
- Monitor attendance more closely.

## **Targeted Support**

Where concerns persist the school may:

- Hold attendance meetings.
- Develop attendance support plans.
- Implement Early Help.
- Involve specialist services.

## **Intensive Support**

Where attendance remains a significant concern the school may:

- Undertake multi-agency working.
- Develop individual attendance plans.
- Involve the Local Authority.
- Consider safeguarding referrals.

# **11. Persistent Absence**

Persistent absence is attendance below 90%.

The school will:

- Identify persistent absence promptly.
- Meet with families.
- Understand barriers.
- Agree support strategies.
- Monitor progress regularly.

Interventions will be tailored to individual need.

# **12. Severe Absence**

Severe absence is attendance below 50%.

Pupils who are severely absent face significant educational disadvantage and safeguarding risk.

The school will:

- Prioritise severe absence cases.
- Conduct detailed attendance analysis.
- Consider safeguarding implications.
- Implement intensive support.

- Work alongside external agencies.
- Review attendance frequently.

## 13. Attendance Support for Vulnerable Pupils

### **Pupils with SEND**

The school recognises that pupils with SEND may face additional barriers to attendance. Support may include:

- Reasonable adjustments.
- Enhanced transition support.
- Individual support plans.
- Multi-agency involvement.
- Flexible pastoral support.

Attendance concerns will always be considered alongside identified needs.

### **Mental Health Needs**

The school recognises that attendance difficulties may be linked to emotional wellbeing or mental health needs.

Support may include:

- Pastoral support.
- Early Help.
- Mental health services.
- Reintegration planning.
- Individual attendance support plans.

### **Pupils with Social Workers**

Attendance of pupils with social workers will be monitored closely.

The school will work collaboratively with safeguarding partners to remove barriers.

### **Young Carers**

The school will seek to identify young carers and provide support where caring responsibilities impact attendance.

### **Children in Care and Previously Looked After Children**

Attendance will be monitored closely alongside the Virtual School and relevant professionals.

## 14. Alternative Provision

Where a pupil attends Alternative Provision:

- Responsibility for attendance remains with the school.
- Attendance information will be obtained regularly.
- Attendance data will be monitored and analysed.
- Safeguarding concerns will be followed up immediately.

## 15. Part-Time Timetables

Barrowcliff School believes all pupils are entitled to full-time education. Part-time timetables will only be used in exceptional circumstances.

Any part-time timetable:

- Must be agreed by the Headteacher.
- Must be documented.
- Must include a reintegration plan.
- Must have parental agreement.
- Must be reviewed at least fortnightly.
- Must be time limited.
- Must have a clear plan to return to full-time education.

Part-time timetables must never be used as a long-term solution.

## 16. Medical Appointments

Appointments should be arranged outside school hours wherever possible.

Where this is not possible, pupils are expected to attend school before and after appointments.

Only the time required for the appointment will be authorised.

## 17. Leave of Absence During Term Time

Leave of absence during term time will only be authorised in exceptional circumstances.

Parents must submit requests in advance.

Family holidays will not normally be considered exceptional circumstances.

Unauthorised leave may result in a Penalty Notice being issued by the Local Authority.

## 18. Children Missing Education

The school has a duty to identify and respond to children missing education.

Where a pupil's whereabouts become unknown, the school will:

- Make reasonable enquiries.

- Attempt contact with all known contacts.
- Consider home visits.
- Follow safeguarding procedures.
- Refer to the Local Authority CME Team where required.

The child's welfare remains the priority throughout.

## 19. Elective Home Education

Where parents express a wish to educate their child otherwise than at school, the school will follow Local Authority and Department for Education procedures before any removal from roll takes place.

## 20. Legal Intervention

Where support has not secured sufficient improvement, the school may request Local Authority intervention.

This may include:

- Attendance contracts.
- Penalty Notices.
- Education Supervision Orders.
- Prosecution.

Legal intervention will normally be considered only after support measures have been exhausted unless safeguarding concerns require immediate action.

## 21. Monitoring and Review

This policy will be reviewed annually or sooner where statutory guidance changes.

The Governing Body will receive regular attendance reports, including:

- Whole-school attendance.
- Persistent absence.
- Severe absence.
- Attendance of vulnerable groups.
- Impact of interventions.

|                    |                |
|--------------------|----------------|
| <b>Created:</b>    | September 2026 |
| <b>Review due:</b> | September 2027 |

## Appendix A - National Attendance and Absence Codes (September 2026)

### Present

| Code | Meaning                                              |
|------|------------------------------------------------------|
| /    | Present AM                                           |
| \    | Present PM                                           |
| L    | Late before register closes                          |
| K    | Attending education provision arranged by the school |

### Authorised Absence

| Code | Meaning                                                                                 |
|------|-----------------------------------------------------------------------------------------|
| C1   | Leave of absence for participation in a regulated performance or paid employment abroad |
| C2   | Leave of absence for a compulsory school-age pupil subject to a part-time timetable     |
| C    | Exceptional leave of absence authorised by the Headteacher                              |
| I    | Illness                                                                                 |
| M    | Medical or dental appointment                                                           |
| J1   | Interview for employment or further education                                           |
| R    | Religious observance                                                                    |

|          |                                                  |
|----------|--------------------------------------------------|
| <b>S</b> | Study leave                                      |
| <b>T</b> | Gypsy, Roma and Traveller absence                |
| <b>Q</b> | Unable to attend because the pupil is in custody |

### Unable to Attend

| Code      | Meaning                                                  |
|-----------|----------------------------------------------------------|
| <b>Y1</b> | Transport normally provided not available                |
| <b>Y2</b> | Widespread disruption to travel                          |
| <b>Y3</b> | Part of school premises closed                           |
| <b>Y4</b> | Whole school site unexpectedly closed                    |
| <b>Y5</b> | Criminal justice detention                               |
| <b>Y6</b> | Public health guidance or restriction                    |
| <b>Y7</b> | Any other exceptional circumstance preventing attendance |

### Other Authorised Circumstances

| Code     | Meaning                                         |
|----------|-------------------------------------------------|
| <b>B</b> | Attending another approved educational activity |
| <b>D</b> | Dual registered at another school               |
| <b>P</b> | Sporting activity                               |
| <b>V</b> | Educational visit or trip                       |
| <b>W</b> | Work experience                                 |

### Unauthorised Absence

| Code     | Meaning                       |
|----------|-------------------------------|
| <b>G</b> | Holiday not authorised        |
| <b>N</b> | No reason yet provided        |
| <b>O</b> | Unauthorised absence          |
| <b>U</b> | Arrived after register closed |

### Administrative Codes

| Code     | Meaning                                                |
|----------|--------------------------------------------------------|
| <b>X</b> | Non-compulsory school age pupil not expected to attend |
| <b>Z</b> | Prospective pupil not yet on roll                      |
| <b>#</b> | Planned whole or partial school closure                |

This appendix should be reviewed annually against the latest DfE attendance code guidance to ensure ongoing compliance.

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