



# WARREN FARM PRIMARY SCHOOL

## Attendance Policy Warren Farm Primary School

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***This policy is available on our website  
You can ask for a paper copy of this policy at the main office***

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Role	Designated Person	Contact details
Senior Attendance Champion	Mr Davis	0121 373 3885 office@warrenfarm-primary.co.uk
Contact for day-to-day attendance queries	Mrs Houghton Miss Allcock	0121 373 3885 office@warrenfarm-primary.co.uk
Contact for detailed support on attendance	Miss Garey	0121 373 3885 office@warrenfarm-primary.co.uk

### Legislation and guidance

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](#)

[The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013 and the 2024 amendment](#)

### Statement of Intent

At Warren Farm School, we believe that in order to facilitate teaching and learning, good attendance is essential. Pupils cannot achieve their full potential if they do not regularly attend school. We are committed to:

- Ensuring parents follow the framework set in section 7 of the Education Act 1996, which states that:
  - “The parent of every child of compulsory school age shall cause him/her to receive efficient full-time education suitable to (a) age, ability and aptitude, and (b) to any special educational needs he/she may have either by regular attendance at school or otherwise.

- Promoting and modelling good attendance behaviour.
- Ensuring equality and fairness of treatment for all.
- Implementing our policies in accordance with the Equality Act 2010 and the UN convention on the rights of a child.
- Early intervention and working with other agencies to ensure the health and safety of our pupils.
- Rewarding regular attendance.

## Roles and Responsibilities

### **The Governing body have overall responsibility for:**

- Ensuring that this policy, as written, does not discriminate on any grounds, including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation
- Ensuring there is a [Children Missing Education procedure](#) in place and that this is regularly reviewed.

### **The Head Teacher 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 senior attendance champion to be able 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, including where school transport is regularly being missed, 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 (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/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
- The designated senior leader responsible for attendance is Mr Davis

**Staff are responsible for:**

- Following this policy and ensuring pupils do so too. They are also responsible for ensuring this policy is implemented fairly and consistently.
- Monitoring attendance and promptly discussing any concerns over attendance with parents and students.
- Modelling good attendance behaviour.
- Using their professional judgement and knowledge of individual pupils to inform decisions as to whether any welfare concerns should be escalated.

**Parents are responsible for:**

- Ensuring that their children attend and stay at school.
- Ensuring that their children arrive at school on time, appropriately dressed and ready to learn.
- Instilling in their children an appreciation of the importance of attending school regularly.
- Ensuring that they are aware of the attendance policy of their children’s school. Impressing upon their children the need to observe the school’s code of conduct.
- Working in partnership with school to resolve issues which may lead to non-attendance.
- Notifying the school if their child is absent. This should be done on the first day of absence. They should also provide an explanation for the absence. This explanation should be confirmed when the child returns to school.
- Avoiding arranging medical/dental appointments during school hours.
- Avoiding booking holidays during term time.
- Contacting the school following procedures detailed below prior to any known, unavoidable term-time absence.
- Providing accurate and up-to-date contact details.
- Providing the school with more than one emergency contact number.
- Updating the school if their details change.

**Pupils are responsible for:**

- Attending school, on time, prepared and ready to learn.
- Attending all expected lessons

**Definitions**

Absence	<ul style="list-style-type: none"> <li>● Arrival at school after the register has closed (9.30am)</li> </ul>
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	<ul style="list-style-type: none"> <li>• Not attending school for any reason.</li> </ul>
Authorised Absence	<p>Authorisation is granted for absence at the discretion of the school, in compliance with legislation and guidance. It could be granted for:</p> <ul style="list-style-type: none"> <li>• Sickness.</li> <li>• Medical or dental appointments which unavoidably falls during school hours.</li> <li>• Religious or cultural observances (up to two days per year).</li> <li>• An exceptional family emergency.</li> </ul>
Unauthorised Absence examples	<ul style="list-style-type: none"> <li>• Arrival at school after the register has closed.</li> <li>• Absence due to shopping, looking after other children or birthdays.</li> <li>• Day trips and holidays in term-time which have not been agreed. (These will only be authorised in exceptional circumstances in compliance with legislation and at the discretion of the school)</li> <li>• Leaving school with no explanation during the day.</li> <li>• Parents keeping children off school unnecessarily or without reason.</li> <li>• Truancy</li> <li>• Absences which have never been properly explained.</li> </ul>
Persistent Absenteeism (PA)	<ul style="list-style-type: none"> <li>• Missing 10% or more of schooling across the year for any reason, <b>regardless of authorisation.</b></li> </ul>
Severe Absenteeism (SA)	<ul style="list-style-type: none"> <li>• Missing more than 50 percent of schooling across the year for any reason, <b>regardless of authorisation.</b></li> </ul>

### Reporting to PArents

School will regularly inform parents about their child's attendance and absence levels half termly.

### Absence Procedures

- Parents should contact the school as soon as possible on the first day of their child's absence to explain why they were absent
- A phone call will be made to the parent of any pupil who has not reported their child's absence on the first day that they do not attend school. If the school is unable to make contact with the parent/carers, they may contact the pupil's emergency contacts and/or other professionals or contacts of the family who could reasonably be expected to be able to advise of the pupil's whereabouts. Where school is unable to make contact with anybody, a home visit may be carried out.

- In the case of a child in care (CIC/LAC), the child's social worker will be informed of any unexplained absence on the first day.
- If the child does not attend school the following day (day 2) and no contact is made, this is then recorded on the school's safeguarding platform CPOMS and the pastoral team and/or DSLs will be informed.
- On the third day of absence, the office will ring and speak to the child. A record of this will be kept on the school's safeguarding platform (CPOMS)
- If the child has not returned by the 5th day of absence, a home visit may be made to do a safe and well check where the child should be physically seen.
- If no contact has been made with the family after 3 days, a home visit will be carried out. If the home visit results in no contact made with the child and parents, the police may be contacted to conduct a safe and wellness check.
- If no contact has been made with parents by day 5, 'Birmingham City Council Children Missing from Education' procedures will be followed.
- In circumstances where medical evidence has been provided linked to the absence, these procedures may vary. This will be at the discretion of the Head Teacher.
- If school continues to be concerned about a child's attendance a senior leader will invite the parent/s to an Early Help meeting. We recognise that poor punctuality and attendance may be due to range of reasons. We can offer advice and support.
- Where a pupil has not returned to school for 10 days after an authorised absence, or is absent from school without authorisation for 20 consecutive school days, the school will contact the Local Authority and follow the 'Child Missing Education' guidance.
- Where there are concerns that the absence of a child constitutes a risk of harm, safeguarding procedures will be followed as per the Safeguarding Policy.
- Pupils who are at risk of being persistently absent (10 days missed) from Spring term onwards, absences due to illness will not be authorised by school unless medical evidence is provided.

Examples of medical evidence:

- ❖ Medical appointment card with one appointment entered
- ❖ Letter from a professional such as a hospital Consultant or Psychologist
- ❖ Evidence of a consultation with NHS 111
- ❖ Medication prescribed by a GP
- ❖ Copy of prescription
- ❖ Print screen of medical notes
- ❖ Letters concerning hospital appointments
- ❖ Slip with date, pupils name and surgery stamp, signed by Receptionist

### **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

## Early Help

What do we mean by Early Help?

Early Help means taking action to support a child, young person or their family early in the life of a problem, as soon as it emerges. It can be required at any stage in a child's life from pre-birth to adulthood, and applies to any problem or need that the family cannot deal with or meet on their own. It also applies to all children and young people, with any form of need.

Early Help requires that agencies should work together as soon as a problem emerges or a need is identified to ensure the child gets the right response, and the right services, from the right people at the right time. Our aim is to meet need early and avoid a problem escalating or the need increasing.

Early Help is provided to prevent or reduce the need for specialist interventions unless they are absolutely the correct response to meet the need and resolve the problem. The Early Help Assessment and Our Family Plan, using the Signs of Safety and Wellbeing framework.

## Attendance Register

The designated staff members will take the attendance register at the start of each school day and at the start of the afternoon session. This register will record whether pupils are present or absent.

The school uses the national attendance codes to ensure attendance and absence are monitored and recorded in a consistent way. Detailed advice on the use of these registration codes can be found at:

[www.education.gov.uk/aboutdfe/advice/f00221879/advice-on-schoolattendance](http://www.education.gov.uk/aboutdfe/advice/f00221879/advice-on-schoolattendance)

Please see Appendix A for further details of Registration Codes.

### School Times and Registration Times

The school opens for pupils at 08:40 for all pupils (08:30 for Nursery pupils) [Timetable for the day:](#)

08:00 - 8:40 Breakfast Club (doors close at 8:30)  
08:30 Nursery start of school day (am session)  
08:40 Gates open  
08:50 Gates close  
09:00 Children arriving after 9:00 will be marked LATE  
10:20 - 10:40 Playtime (Reception/LKS2)  
10:30-10:45 Playtime (LKS)  
10.45-11.00 Playtime (UKS2)  
11:30 Home time for Nursery  
11:30-12:30 Lunchtime (Reception)  
12:00 - 13:00 Lunchtime (Yrs 1-6)  
12:30 Nursery (p.m)  
15:20 Home time for Reception children  
15:20 Home time for Key Stage 1 (Years 1 and 2)  
15:20 Home time for Key Stage 2 (Years 3, 4, 5 and 6)  
15:30 All doors closed (end of school day Nursery)  
15:30 -16:30 After School Clubs  
15:30 -17:00 'Allsorts' After school club

In the morning, the registers are taken between 9:00am and 9:30am by class teachers. In the afternoon the registers are taken at 1:00pm for pupils in KS1 and KS2. Registers close at 9:30am in the morning and 1:15pm in the afternoon. Pupils arriving after the register has closed will receive **Code U**, which is an **unauthorised absence for that session**, unless another authorised attendance code applies. (See DfE coding in Appendix A).

### Pupils at Risk of Persistent Absenteeism (PA)

The school will:

- Track attendance data in school at least half termly to target key groups of pupils needing support.
- Use a range of evidence-based interventions to address barriers to attendance.
- Rigorously, fairly and supportively use agreed escalation procedures including:
  - Sending letters to parents
  - Having a regular review
  - Engaging with LA attendance teams
  - Using fixed penalty notices

- Holding parental meetings
- Hold attendance reviews in line with escalation procedures.
- Ensure pupils potentially at greater risk of harm who need a social worker will be supported with pastoral and academic support, alongside action by statutory services in response to any unauthorised absences.
- Welcome pupils back following any absence and provide catch-up support to build confidence and bridge gaps.
- Meet with pupils and parents to discuss absence, patterns, barriers and problems.
- Establish plans to remove barriers and provide additional support.
- Lead regular check-ins with pupils to review progress and the impact of support.
- Make regular contact with families to discuss progress.

## Punctuality

The school will:

- Actively encourage high levels of punctuality.
- Monitor and follow up on lateness.
- Promote school times and the time of registers opening and closing through newsletters and the website.
- Not keep a register open for the whole session.
- When a pupil arrives after the register has closed and a parent provides a satisfactory explanation, he/she will be marked as 'authorised absent' for that session using the correct code.

When a pupil arrives after the register has closed and the parent fails to provide a satisfactory explanation, he/she will be marked as 'unauthorised absent' for that session. (Code U)

## Term Time Leave of Absence

Our aim is to prepare pupils for their future lives and careers. With this in mind, we require parents to observe the school holidays as prescribed.

- The Head Teacher will be unable to authorise holidays during term-time.
- The Head Teacher will only be allowed to grant a leave of absence in highly exceptional circumstances. Applications will be made in advance and the Head Teacher will be satisfied by the evidence which is presented, before authorising term-time leave.
- Any requests for leave during term-time will be considered on an individual basis.
- Requests for leave will not be granted immediately before and during assessment periods.
- If parents take their child out of school during term-time without authorisation from the Head Teacher, they may be subject to sanctions such as penalty fines.

A leave of absence form can be requested at the main office. Leave of absence forms must be submitted in advance of at least 14 days (2 weeks). The Head Teacher or a member of the attendance team may request a conversation about any leave of absence.

## Missing Children

Pupils are not permitted to leave the school premises during the school day unless they have permission from the Head Teacher.

The following procedures will be taken in the event of a pupil going missing whilst at school:

- The member of staff who has noticed the missing pupil will inform the Senior Attendance Champion immediately.
- A member of staff will stay with the rest of the class, and all available members of staff will conduct a thorough search of the school premises as directed by a member of the senior leadership team.
- Staff will then search the area immediately outside of the school premises and will take a mobile phone with them so they can be contacted.
- The parents of the pupil will be notified immediately.
- The school will attempt to contact parents using the emergency contact numbers provided
- If the parents have had no contact from the pupil, and the emergency contacts list has been exhausted, the police will be contacted
- If the missing pupil has an allocated social worker, is a LAC, or has any SEND, then the appropriate personnel will be informed.
- When the pupil has been located, members of staff will care for and talk to the pupil to ensure they are safe and well
- The Head Teacher will take the appropriate action to ensure that pupils understand they must not leave the premises, and sanctions will be issued if deemed necessary.
- Parents and any other agencies will be informed immediately when the pupil has been located.
- The Head Teacher will carry out a full investigation and will draw a conclusion as to how the incident occurred.
- Appropriate disciplinary procedures are followed in accordance with the Behaviour Policy.

## **Appointments**

As far as possible, parents should attempt to book medical and dental appointments outside of school hours.

Where this is not possible, a hospital letter or appointment card should be presented to the school office

If the appointment requires the pupil to leave during the school day, they will need to be signed out at the school office by a parent.

Pupils should attend school before and after the appointment wherever possible.

## **Part-Time Timetables**

All pupils of compulsory school age are entitled to a full-time education. In exceptional circumstances, there may be a need for a part time timetable to meet an individual pupil's needs.

- Any part- time timetable will be time-limited and will not be treated as a long term solution.
- Part-time timetables will only be made with parental agreement and in compliance with the Safeguarding Policy.
- The school will mark the sessions where the pupil is not expected to attend as authorised absence. (Code C2).

## **Recognising Good Attendance**

The school acknowledges good attendance in a number of ways:

- Warren Farm weekly attendance assembly celebrates whole class attendance
- Termly rewards for good attendance
- Attendance Focus Fortnights and weeks with rewards
- Spotlight on attendance competitions throughout the year
- End of Year award for good attendance

## **Penalty Notices**

Parents whose children fail to attend school regularly are committing an offence (Section 444 Education Act 1996). A Fixed Penalty Notice may be issued where there is overt truancy, inappropriate parentally-condoned absence, unauthorised holidays in term-time and persistent late arrival at school. In such cases, the school will:

- In the first instance, issue a warning to parents and allow them 15 days to improve the situation.

- Follow this first warning with a formal written notification, explaining that actions may be taken.
- Submit an application to issue a penalty notice to the Local Authority.
- Notices may be issued to each parent liable for the offence. Penalties are paid to the Local Authority.
- The school or local authority can fine parents/carers for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a fine, or penalty notice, each parent/carers must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority. Penalty notices can be issued by a Head Teacher, local authority officer or the police. The decision on whether or not to issue a penalty notice may take into account:

- The number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where an excluded pupil is found in a public place during school hours without a justifiable reason
- If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

## Appendix A: Attendance Register Codes

### Present Codes

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>		
<b>K</b>	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
<b>V</b>	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
<b>Y4</b>	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)

<b>Y5</b>	Criminal justice detention	Pupil is unable to attend as they are: <ul style="list-style-type: none"> <li>· In police detention</li> <li>· Remanded to youth detention, awaiting trial or sentencing, or</li> <li>· Detained under a sentence of detention</li> </ul>
<b>Y6</b>	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
<b>Y7</b>	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
<b>Absent – unauthorised absence</b>		
<b>G</b>	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
<b>N</b>	Reason for absence not yet established	Reason for absence has not been established before the register closes
<b>O</b>	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

<b>U</b>	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
<b>Administrative codes</b>		
<b>Z</b>	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
<b>#</b>	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays