



WELLESBOURNE PRIMARY AND NURSERY SCHOOL

Living to Learn, Learning to Live

Attendance Policy

JULY 2024

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1. Introduction

Wellesbourne Primary and Nursery School recognises the clear link between the attendance and achievement of pupils. The aim of this policy is to encourage the highest possible levels of attendance and punctuality for pupils within Wellesbourne Primary and Nursery School to support learning and development.

The importance of attendance and punctuality is underpinned by an awareness of safeguarding issues. It is important to see our children every day and provide an educationally safe and secure environment. To gain the greatest benefit from their education it is vital that all pupils attend regularly and on time. Pupils should aim to attend every day that the school is open. We set a target for all pupils to aim for 100% attendance with the expectation all pupils achieve at least 97%. **As a school we define regular attendance as 97% or above.**

Wellesbourne Primary and Nursery School believes teachers, parents, carers, pupils and all members of the school community have an important contribution in improving attendance and punctuality to enable children to achieve. This policy sets out how we will achieve this together and should be read in conjunction with the Attendance Roles and Responsibilities Guidance attached to this document (Appendix 2).

2. Aims

We are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

- › Maximising the overall percentage of pupil attendance and punctuality at Wellesbourne Primary and Nursery School
- › Reducing absence, including persistent and severe absence
- › Raising the profile of attendance and punctuality amongst the school community
- › Ensuring every pupil has access to the full-time education to which they are entitled
- › Acting early to address patterns of absence, ensuring a whole-school, consistent approach
- › Building strong relationships with families to ensure pupils have the support in place to attend school
- › Ensuring a systematic approach to gathering, analysing and acting upon attendance data

- Continuing to promote effective partnerships with the Local Authority, Children's Services, Health and other partner agencies.

3. 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 Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

It also refers to:

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

4. Recording attendance

4.1 Attendance register

We will keep an attendance register, and place all pupils onto this register.

We will take our attendance register at the start of the first session of each school day and at the start of the afternoon session. It will mark 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

See appendix 1 for the DfE attendance codes.

We will also record:

- Whether the absence is authorised or not
- The nature of the activity if 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 six years after the date on which the entry was made. Doors open for children to enter school from 8:45-8:55am each day. Children who arrive after this time will be marked as late and coded accordingly.

4.2 Unplanned absence

The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 8:30am or as soon as practically possible by calling the school admin staff or by leaving a message on the ParentApp (see also section 7).

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

If the authenticity of the illness is in doubt, the school may ask the pupil's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised.

If your child/children have excessive and/ or sporadic illness related absence that is not evidenced appropriately, parents will be required to meet with school nurse to access appropriate medical support and advice, in some cases support can be given in making necessary referrals in respect of your child health, which impacts on their ability to maintain regular attendance of 97%.

There is appropriate medical advice available with reference to childhood illnesses etc for all parents/guardians to seek:

Public Health England Wellington House 133-155 Waterloo Road London SE1 8UG Tel: 020 7654 8000

www.gov.uk/phe

Twitter: @PHE uk

Facebook: www.facebook.com/PublicHealthEngland

Some useful links:

- Gov.uk <https://www.gov.uk/>
- Public Health England <https://www.gov.uk/government/organisations/public-health-england>
- Department for Education <https://www.gov.uk/government/organisations/department-for-education>
- Health and Safety Executive <https://www.hse.gov.uk/>

4.3 Planned absence

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

However, we encourage parents/carers 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 (for example, if the appointment is in the morning, the child should be present in school for the afternoon).

The pupil's parent/carer 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.

4.4 Lateness and punctuality

Poor punctuality is not acceptable. If a pupil misses the start of the school day, they can miss work. Pupils arriving late disrupt lessons. This can be embarrassing for the pupil when it is out of their control, and can encourage future absence.

The school day starts at 8:45am. Children arriving after 8:55am will be marked as late. If a child is late on more than ten occasions in a half term, parents will be required to attend a meeting at school to discuss this.

Late arrival to school following the close of registers at 9:25am will be marked as absent for the morning session and coded accordingly. If a pupil is persistently arriving at school after the official close of the register, the school may request the Local Authority issue a Fixed Penalty Notice.

If a parent/carer has issues getting their child to attend school on time, they should contact the Inclusion Officer who will offer support to resolve the problem.

4.5 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/carer 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 may conduct a home visit or contact the police if we are concerned
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than five working days after the session
- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer
- Where appropriate, offer support to the pupil and/or parents/carers 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, the school may involve the Education Welfare Officer (EWO), issue a notice to improve, request a penalty notice or request for legal proceedings to commence.

4.6 Reporting to parents/carers

The school will regularly inform parents about their child's attendance and absence levels via termly reports. Where attendance is a concern, parents will be contacted regularly.

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

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](#). A leave of absence is granted at the Headteacher's discretion, including the length of time the pupil is authorised to be absent for.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Any request should be submitted in writing as soon as it is anticipated and, where possible, at least two weeks before the absence. The Headteacher may require evidence to support any request for leave of absence. Absence forms can be requested from the school office.

Other valid reasons for **authorised absence** include:

- Illness and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart

- Traveller pupils 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

5.2 Sanctions

The Headteacher (or somebody authorised by the Headteacher), the 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.

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).

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.

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

Prosecution

If a child of compulsory school age fails to attend regularly at a school at which they are registered, or at a place where alternative provision is provided for them, their parents may be guilty of an offence and can be prosecuted by the local authority.

Prosecution in the Magistrates Court is the last resort where all other voluntary and formal support or legal intervention has failed or where support has been deemed inappropriate in the circumstances of the individual case. Where it is decided to pursue prosecution, only local authorities can prosecute parents and they must fund all associated costs, including in the preparation of court documentation.

Local authorities have the power to prosecute:

- Parents who fail to comply with a school attendance order issued by the local authority to require a parent to get their child registered at a named school (under section 443 of the Education Act 1996). This may result in a fine of up to level 3 (£1,000).
- Parents who fail to secure their child's regular attendance at a school, for which there are 2 separate offences: section 444(1) where a parent fails to secure the child's regular attendance; and section 444(1A) where a parent knows that the child is failing to attend school regularly and fails to ensure the child does so. The section 444(1) offence may result in a fine of up to level 3 (£1,000) and the section 444(1A) offence may result in a fine of up to level 4 (£2,500), and/or a community order or imprisonment of up to 3 months.
- Parents who fail to secure the regular attendance of their child at a place where the local authority or governing body has arranged alternative provision (under sections 444 and 444ZA). This may result in a fine of up to level 3 (£1,000), or if the parent is found to have known the child was not attending regularly and failed to ensure that they did so, a fine of up to level 4 (£2,500), and/or a community order or imprisonment of up to 3 months.
- Parents who persistently fail to comply with directions under an Education Supervision Order (under Schedule 3 to the Children Act 1989) or breach a Parenting Order or directions under the order (under section 375 of the Sentencing Act 2020). These may result in a fine of up to level 3 (£1,000).

6. Strategies for promoting attendance

Any absence affects education and regular absence will seriously affect pupils' learning. Pupils who have too much time off school often find it difficult to catch up and do well.

90% attendance is equivalent to a pupil missing one half day per week or approximately 118 lessons per year

To promote regular attendance, we ensure:

- An appropriate curriculum is provided and reviewed regularly
- The need for high-quality teaching and learning throughout the school is recognised as being essential to the promotion of attendance.
- Pupils are provided with appropriate support to minimise absence from school. This includes Wellesbourne Primary and Nursery School and multi-agency provision as appropriate.
- Special Educational Needs, Disadvantaged and Looked After pupils and other vulnerable groups are given appropriate support, and attendance is monitored rigorously.
- Effective partnerships with parents/carers are encouraged through regular contact and support provided.
- Parents/carers are kept informed of pupils' attendance and punctuality through first day contact, termly progress reports, individual letters and meetings when required.
- Attendance and punctuality is regularly discussed with pupils in class and at assemblies.

- Staff attendance roles and responsibilities are clearly defined and all staff ensure these are followed

We also ensure that attendance and punctuality is rewarded through regular incentives such as Champions' Breakfast, Attendance Trophies, half-termly visits to Costa Coffee for selected children who achieve 100% attendance and certificates.

7. Attendance monitoring

7.1 Monitoring attendance

The school will:

- Monitor attendance and absence data half-termly, termly and yearly across the school and at an individual pupil level
- Identify whether or not there are particular groups of children whose absences may be a cause for concern

Pupil-level absence 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 compare attendance data to the national average, and share this with the governing board.

7.2 Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils, groups or cohorts that need additional support with their attendance
- 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

7.3 Using data to improve attendance

The school 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 severed absence, and their families (see section 7.4 below)
- Provide regular attendance reports to class teachers to facilitate discussions with pupils and families, and to the governing board and school leaders
- 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

7.4 Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school. This is for any absence, whether authorised or unauthorised. The DfE expects schools to intervene before pupils reach these levels of absence.

Whilst we understand that pupils can be absent from school because they are ill, sometimes they can be reluctant to attend. If a pupil is reluctant to attend or a parent/carer has concerns, it is important that contact is made with the school as soon as possible to gain support and to work together to gain a resolution.

A pupil who is persistently absent is one who misses 10% or more of their schooling for ANY REASON from the beginning of the school year to the end of any given half term period as indicated below:

TERMS	PERS ABSENCE AT 10%	No OF DAYS OFF SCHOOL
SEP TO OCTOBER	7 OR MORE SESSIONS	3.5.DAYS
SEP TO CHRISTMAS	14 OR MORE SESSIONS	7 DAYS
SEP TO FEBRUARY	20 OR MORE SESSIONS	10 DAYS
SEP TO EASTER	25 OR MORE SESSIONS	12.5 DAYS
SEP TO MAY	31 OR MORE SESSIONS	15.5 DAYS

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
- Provide access to wider support services to remove the barriers to attendance
- Issue sanctions where necessary (see section 5.2)
- Submit Multi-Agency Referral Forms where parents of children with persistent or severe absence do not engage with school support

8. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum annually by Miss Howard (Designated Attendance Lead/Deputy Headteacher). At every review, the policy will be approved by the full governing board.

9. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy

10. Removal from Roll

Whenever a child of compulsory school age leaves our school before Year 6, we are required to do the following:

- Inform the Local Authority in every circumstance when deleting a pupil's name from the admission register
- Inform the Local Authority of the pupil's destination school and home address if the pupil is moving to a new school
- Provide information to the Local Authority when registering new pupils, including the pupils' address and previous school

If your child is leaving our school, parents are asked to give the Inclusion Office or school admin staff comprehensive information about their plans, including any date of a move, new address and telephone numbers, your child's new school and the start date when known. This should be submitted to school in writing.

If pupils leave and we do not have the above information, your child is considered to be a **child missing in education**. This requires schools and Local Authorities to then carry out investigations to locate your child, which includes liaising with Children's Services, the police and other agencies. By giving us the above information, these investigations can be avoided.

Appendix 1: 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	Every pupil absent as the school is closed

	closed	unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Pupil is unable to attend as they are: <ul style="list-style-type: none"> • 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 2: Attendance Roles and Responsibilities

Whom	Actions Expected
Pupils	<ul style="list-style-type: none"> • Be in class on time for registration by 8.55am (doors open from 8:45am)
Parent/Carer	<ul style="list-style-type: none"> • Make sure their child attends every day on time • Telephone school if their child is going to be late • Call the school to report their child's absence before 8:30am on the first day of the absence, and each subsequent day of absence, and advise when they are expected to return • Answer phone calls received as a result of their child's absence to ensure all children are appropriately safeguarded • Contact the Inclusion Officer if the reason for absence requires a more personal discussion • Provide the school with at least two emergency contact numbers for their child, ensuring these are up-to-date at all time • Ensure that routine, non-emergency medical and dental appointments for their child are made outside of the school day and are evidenced
Class Teacher	<ul style="list-style-type: none"> • Complete registers every day on time • Ensure attendance has a high profile in class • Welcome long-term absentees back into the class • Informal discussions with identified pupils to follow up attendance issues and agree future action required.
Administration Staff	<ul style="list-style-type: none"> • Ensure staff have completed AM/PM registers • Ensure input of accurate attendance marks in the register via Arbor • Identify pupils who are absent from school without reason • Log on Arbor parental voicemails, text messages and emails regarding student absences • Ensure all late-arriving pupils are spoken to and their attendance is entered on to Arbor • First day absence phone contact with parents/carers, following up unexplained absences where no text message/phone call has been returned. • SLT and class teachers contacted with specific attendance queries and necessary follow ups required • Support staff with registration queries • Log attendance of all pupils going out /in school for medical, dental or visits • Daily liaison with other settings for pupils educated off site to ensure AM and PM registers are provided within set time parameters and pupils who fail to attend with reasons unknown are followed up through the First Day contact systems. • Daily Attendance/ PA report sent to senior leader with responsibility for attendance.

<p style="text-align: center;">Inclusion Officer Miss O'Donnell</p>	<ul style="list-style-type: none"> • Safeguarding home visits as required. • Focused casework interventions with persistent absence pupils and families. • Phone call contact with pupils/parent/carers • Home visits • Tracking of actions and interventions and feedback to pastoral staff. • 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 when to issue fixed-penalty notices
<p style="text-align: center;">Designated Attendance Lead Miss Howard</p>	<ul style="list-style-type: none"> • Monitoring and tracking of staff not completing registers in line with Safeguarding requirements. • Liaison with EWO, pastoral staff and class teachers regarding support work with identified pupils • 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
<p style="text-align: center;">Headteacher</p>	<ul style="list-style-type: none"> • The implementation of this policy • Monitoring of school-level absence data and reporting to governors • Referring fixed-penalty notices to the Local Authority where necessary, and/or authorising the Deputy Headteacher/Designated Attendance Lead to do so • Working with the parents of pupils with SEND needs to develop specific support approaches for attendance • Communicating with the Local Authority where a pupil with an Education, Health and Care Plan (EHCP) has failing 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/carers through all available channels
<p style="text-align: center;">Governing Body</p>	<ul style="list-style-type: none"> • Setting high expectations of all school leaders, staff, pupils and parents • Making sure school leaders fulfil expectations and statutory duties • Recognising and promoting the importance of school attendance across the school's policies and ethos • Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual pupils or cohorts who need it most • Holding school leaders to account for the implementation of this policy