



# Smithdown Primary School

## Attendance and Punctuality Policy

Chair of Governors: Mr D Cadwallader

Headteacher: Mr P Horne

Designated Attendance Lead: Mrs L Dickson

Date of adoption: September 2024

Reviewed: September 2026

Date of next review: September 2026

# **‘Together We Grow’**

## **Our Key Values**

Our school motto is ‘Together we Grow’.

We ensure that every child has access to a broad, balanced and supportive curriculum. Through this we are able to give our pupils a range of opportunities and experiences to grow and develop academically, physically socially and morally.

## **Our School Vision**

At Smithdown Primary School, we aim high for every member of our community—pupils, parents, and staff. We are committed to creating a happy, safe, and stimulating environment where children are inspired to learn and grow together. We have high expectations of ourselves and each other and we equip our pupils to face opportunities and challenges with confidence, resilience, and determination. We nurture curiosity about the world and strive to develop children who make a positive contribution—both now and in the future.

## 1.0 Introduction

Smithdown Primary 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 Smithdown Primary 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.***

We recognise that attendance is a matter for the whole school community. Our Attendance Policy should not be viewed in isolation; it is a strand that runs through all aspects of school improvement, supported by our policies on admissions, safeguarding, behaviour and inclusion.

This policy demonstrates our commitment to meeting the requirements laid out in the Department for Education statutory guidance “Working Together to Improve School Attendance” (Statutory Guidance from August 19, 2024)

## 2.0 Aims

- Maximise the overall percentage of pupil attendance and punctuality at Smithdown Primary School.
- Reduce the number of pupils who are persistently absent (90% or below) or severely absent (50% or below)
- Ensure every pupil has access to a full time education
- Provide a framework to support building strong relationships with families to ensure pupils have the support in place to attend school.
- Ensure a systematic approach to gathering, analysing and acting upon attendance data.
- Ensure there is a proactive whole school approach that embeds consistency of practice.
- Continue to promote effective partnerships with the Local Authority, Children’s Services, Health and other partner agencies.
- Set high expectations for the attendance and punctuality of all pupils
- Have clear procedures for the maintenance of accurate registration for all pupils.

## 3.0 Legal Framework

This policy is based on the Department for Education statutory guidance ‘Working Together to Improve School Attendance August 2024’.

The guidance is based on the following legislation

- The Education Act 1996
- The Children Act 1989
- The Education and Inspections Act 2006
- School Attendance Pupil (Pupil registration) Regulations 2023
- Education (Penalty Notices) (England) Regulations 2007

## 4.0 Roles and Responsibilities

### 4.1 Governance:

The governing board is responsible for:

- Making sure leaders fulfil expectations and statutory duties
- Ensuring the school has high aspirations
- Regularly analysing attendance data and reviewing the school’s performance
- Ensuring all staff receive adequate training on their role in supporting pupil attendance

- Holding the headteacher to account for the implementation of the attendance policy  
(If the school has a link governor for attendance, or a committee responsible for attendance insert the details of their actions here)

#### 4.2 The Headteacher:

The headteacher is responsible for:

- Implementation of this policy
- Reporting school level performance data to governors
- Ensuring effective communication between school and the local authority
- Ensuring effective communication with parents for all pupils where there are barriers to attendance

#### 4.3 The role of the Designated Attendance Lead: Mrs L Dickson

The designated attendance lead is responsible for:

- Leading attendance across the school
- Offering a clear vision for attendance improvement
- Ensuring all staff are aware of their role in supporting pupil attendance
- Ensuring all staff receive annual training on attendance procedures, safeguarding implications, and strategies for engaging families
- Evaluating the effectiveness of the school's process and procedures for managing attendance
- Implementing specific strategies to address poor attendance identified through the analysis of data
- Coordinating targeted intervention and support to pupils and families

### **5.0 Promoting regular Attendance at Smithdown Primary School:**

This is everyone's responsibility, all members of staff, parent/carers and pupils.

To help us all focus on this, school will ensure:

- There is a designated attendance lead (DAL) for championing and improving attendance.
- Smithdown Primary is a calm, safe and supportive environment that children want to attend.
- We work in partnership with pupils and parents/carers collaboratively to remove any barriers to attendance and build strong and trusting relationships.
- Effective strategies are in place to support all pupils to arrive on time for school.
- We provide an engaging and appropriate curriculum which is reviewed regularly and ensure high quality teaching and learning throughout the school.
- Support for children with their physical and mental health to ensure they can access learning in school.
- Pupils who experience difficulties in attending school are provided with effective support at the earliest opportunity and attendance is monitored rigorously
- Appropriate support is given to children with Special Educational Needs, disadvantaged and Looked After pupils and other vulnerable groups.
- Effective partnerships with parent/carers are encouraged through regular contact and support provided.
- Parents are kept informed of pupil attendance and punctuality through the school's attendance procedures, termly progress reports, individual letters and meetings when required
- Attendance and punctuality is regularly discussed with pupils in class and at assemblies.
- Attendance is discussed at supervision meetings and, when making referrals, the inclusion team include attendance figures.
- Staff attendance roles and responsibilities are clearly defined and all staff should ensure these are followed.

## 6.0 Safeguarding

A child not attending school, persistent lateness, or children missing from education may be considered a safeguarding issue if this places the child at risk of harm. Therefore, information about the cause of any absence from school is required.

To safeguard all the children in our care, it is important that parents and carers provide the school with their current contact details and provide additional contact numbers in case of an emergency.

More information on safeguarding and the protection of children can be found in the school's Safeguarding and Child Protection Policy.

## 7.0 Attendance Expectations and Absence Procedures

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

### 7.1 Expectations of Parent/Carer

*Ensuring your child's regular attendance at school is a parent/carer's legal responsibility (Section 444 of the 1996 Education Act) and permitting absence from school that is not authorised by the school creates an offence in law.*

- Ensure your child arrives for school on time. School gates open at 8:45am. Children in class by 8:55am. Nursery starts at 9am.
- Telephone school if your child is to be late.
- If late, sign your child into school on arrival and state a valid reason for lateness
- For routine non-emergency medical and dental appointments please ensure they are made outside of school hours. Confirmation of the appointment should be provided.
- Contact school by 9:30am on the first day of absence if your child is unable to attend through illness, giving an indication of the expected duration and return date to school.
- If a text message/phone call is received as a result of your child's absence it is important that you respond to this text to ensure your child is appropriately safeguarded.
- Contact the safeguarding team if the reason for absence requires a more personal contact.
- **In case of emergency** we must have up to date contact numbers at all times. Please ensure you inform us of any changes especially to mobile telephone numbers. (As a school we request a minimum of two emergency contact details be provided)
- Appointment cards/slips will be provided by parents as proof if there is no alternative but to book in school time, e.g. if a specific clinic runs in school hours
- Requests for exceptional circumstances leave of absence must be in writing and can only be authorised by the Headteacher. Reasons such as a close family bereavement or taking part in a significant religious event would be acceptable for short absences. Unacceptable reasons for missing school, include general holidays, weddings, shopping, concerts and birthdays. Absence Forms can be requested from the school reception and are available on our parenting app. A discussion with the Head Teacher or Deputy Head teacher must always be held.

### 7.2 If a pupil is absent, we will

- Telephone and text the parent/carer on the first day of absence if we have not heard from them by 9:30 am.
- If no response is received and the absence is unauthorised a member of school staff may conduct a home visit. If there are safeguarding concerns contact will be made with the family as soon as possible.
- If a pupil's absence continues, the parent will be invited to meet a member of the Senior Leadership Team and any barriers to the child attending school can be discussed and support put in place.

- If the parent does not attend the meeting or engage in any support the school has offered and the pupil has accrued 10 sessions of unauthorised absence in a 10 week rolling period, the parents may be issued with a Notice to Improve, in accordance with the Liverpool City Council's Penalty Notice Local Code of Conduct and in agreement with the Education Welfare Service.
- Where there is social service involvement with a family and there is an unexplained absence and we are unable to contact a parent/guardian, school will inform the social worker.

## 8.0 Understanding types of Absence

Smithdown Primary School must legally record the reason for all individual pupil absence. Therefore, it is important for parents to directly inform school of the reason for absence, on the first day of absence.

### 8.1 Authorised Absence

Authorised absence - the school accepts the explanation offered as satisfactory. If no explanation is received, absences cannot be authorised. It is the head teacher, not parents who make the decision to authorise absence from school.

The following information outlines the main circumstances where absence may be authorised by the school:

#### Illness

In most cases, absences for illness which are reported by parents following the school's absence reporting procedures will be authorised unless, the school has a genuine concern regarding the authenticity of the illness.

The school follows Department for Education statutory guidance 'Working Together to Improve School Attendance' 2024<sup>i</sup> which states that if the authenticity of the illness is in doubt, the school may ask the parent to provide medical evidence, such as a prescription, appointment card, or other appropriate form of evidence.

We will not ask for medical evidence unnecessarily. In some exceptional circumstances, the school may ask the parent to obtain a letter from a GP, or the school may seek parental permission to contact the pupil's GP directly to help support the needs of the individual pupil.

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

Where a pupil has a high level and/or frequency of absence, the school may require medical evidence of some description to best support the child and to be able to authorise any future medical absences. If this is the case, the school will make the parents aware of this expectation in advance.

The reporting of absence due to illness remains the responsibility of the parent. Absences due to illness which have not been reported to the school by the parent on the first day of absence may not be authorised.

If a child is absent for more than one day, the parent should contact the school on each day to provide an update on the child's condition, unless otherwise agreed by the school.

On the child's return to school, a note should be provided by the parent, confirming the reason for their child's absence. [Amend/delete accordingly if you do not want to include this requirement]

#### Mental Health and Wellbeing

Our school supports pupil mental health and wellbeing following DfE guidance Mental health issues affecting a pupil's attendance: guidance for schools.

Parents who have concerns about their child's mental wellbeing can contact our school's Attendance/Designated Safeguarding Lead (or other key professional in the setting) for further information on the support available.

Pupils taken ill during the school day

If a pupil needs to be sent home due to illness, this should be by agreement with an appropriately authorised member of school staff. In such circumstances, the pupil must be collected from the school office by a parent or another authorised adult and signed out of school.

Medical/Dental Appointments

Parents should always try to make appointments outside of school hours wherever possible. Where appointments during school time are urgent or unavoidable, the pupil should only be out of school for the minimum amount of time necessary for the appointment. It is not acceptable for a child to miss a whole day of schooling for an appointment, unless necessary, in which case the school will need an explanation as to why this is.

If a pupil must attend a medical appointment during the school day, they must be collected from the school office by the parent or another authorised adult and signed out of school.

Advance notice is required for medical or dental appointments and must be supported by providing the school with sight of, or a copy of, the appointment information – only then will the absence be authorised.

Religious Observance

Our school acknowledges the multi-faith nature of the school community and recognises that on some occasions, religious festivals may fall outside of school holidays or weekends. In accordance with the law, the school will authorise one day's absence for a day exclusively set apart for religious observance by the religious body to which the parent belongs. Should any additional days be taken, these will be recorded in the register as unauthorised absence. If necessary, the school will seek advice from the parents' religious body, to confirm whether the day is set apart.

Traveller Absence

The school will authorise the absence of a Traveller pupil of no fixed abode who is unable to attend school because they are travelling with their parent who is engaged in a trade or business of such a nature as to require them to travel from place to place. This is subject to certain limits, depending on the child's age and number of sessions absent. The school will discuss cases individually with Traveller parents as necessary. Parents should let the school know of their plans as far in advance as possible. Authorised Traveller absence will be recorded appropriately in the register.

To help ensure continuity of education for Traveller children, wherever possible, the child should attend school elsewhere when their family is travelling for occupational purposes. In such situations the child will be dual registered at that school and this school will remain their 'main' school.

Children from Gypsy, Roma and Traveller communities whose families do not travel for occupational purposes are expected to register at school and attend as all other peers. They are subject to the same rules as other children in terms of the requirement to attend school regularly.

## 8.2 Unauthorised Absence

Unauthorised absence - when the school has not received a reason for absence or has not approved a child's leave of absence following a parental request.

This includes but is not exclusive to:

- Parents giving their children permission to be off school unnecessarily, such as for shopping, birthdays, to look after siblings.
- Absences which have not been explained.
- Pupils who arrive late after the close of registration.

Parents have a legal responsibility to ensure that their child attends school on a regular basis. It is a criminal offence under Section 444 of the Education Act 1996 to fail to secure regular attendance of a registered pupil at the school. This applies to both resident and non-resident parents who may both be subject to legal sanctions if their child fails to attend school regularly. It also applies to others who may not be the parent but may have day to day care of the child



This type of absence may lead to the use of penalty notices or other legal interventions from the Local Authority. Smithdown Primary School, in agreement with the Education Welfare Service, may issue a Notice to Improve to parents (in accordance with the National Framework for Penalty Notices and the Local Authority Code of Conduct) where their child has accrued 10 sessions of unauthorised absence in a 10 week rolling period.

The Notice to Improve period will cover 20 school days. If the child has any unauthorised absence during this time, the school will refer the case to the Local Authority requesting a penalty notice be issued.

### 8.3 Persistent Absence

Pupils are defined as persistent absentees by the Department for Education (DfE) if their attendance falls below 90%. This is for any absence whether authorised or unauthorised. The DfE expects schools to intervene early to prevent pupils becoming a persistent absentee (PA)

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

Parents are asked to contact a member of the inclusion team in the first instance.

### 8.4 Severe Absence

Pupils who miss 50% or more of school are classified as being severely absent by the Department for Education (DfE). This cohort of pupils are a priority group for Smithdown Primary School and additional support may be required from the Local Authority and partner agencies to support your child and improve their attendance. It is essential that parents work in partnership with school and its partners, to ensure their child receives the support they require to overcome any barriers that are preventing them from attending school.

## 9.0 Why Regular Attendance is very important:

Any absence affects education and regular absence will seriously affect pupils' learning. Pupils who have time off 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

If attendance over the school year is:	...a pupil will miss this many days:	...and this many lessons:
100%	0	0
95%	10	50
90%	19	95
85%	29	145
80%	39	195
75%	49	245
70%	58	290

Ensuring your child's regular attendance at school is your legal responsibility and permitting your child to have any absence without a good reason from school is an offence in law (The Education Act 1996) and may result in legal action.



## **10.0 Pupils on Reduced (Part-time) Timetables**

Pupils are entitled to a full-time education, suitable to their age, ability and aptitude, and any special educational needs or disabilities that they may have.

If, for any reason, our school is unable to provide a pupil with a full-time education due to the pupil's needs, we will work with the pupil, parent and other agencies where appropriate, to come to a mutually convenient arrangement.

Any reduced timetables will be for the shortest amount of time possible, whilst arrangements are made to support the pupil's return to full-time provision as soon as possible.

## **11.0 The Education Welfare Officer (EWO)**

The Education Welfare Officer (EWO) – will work with parents to support their child in overcoming any barriers in attending school, The EWO will always try to resolve any issues by working in partnership with the school and family. If a resolution cannot be achieved to improve the pupil's attendance and where unauthorised absence persists and the parent has refused or not engaged with support that has been offered, the local authority will be required to consider the instigation of legal proceedings.

### **Penalty Notices:**

- Liverpool City Council (LA) on receipt of a request from Smithdown Primary School will issue a Penalty Notice to parents for the unauthorised absence of their child.

Before issuing a penalty notice the LA will consider:

- If the national threshold for considering a penalty notice has been met, 10 sessions of unauthorised absence in a rolling 10 week period
- If issuing a penalty notice is the best available tool to improve the attendance of the pupil
- If appropriate support has been put in place
- Consideration of the obligations that the school has under the Equality Act 2010 that would make issuing a penalty notice inappropriate
- Each parent who is liable can be issued with a penalty notice, but this will usually be the parent who allowed the absence
- The first penalty notice issued to a parent in respect of a particular pupil will be charged at £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days.
- A second penalty notice issued to the same parent in respect of the same pupil in the rolling 3 year period is charged at £160 if paid within 28 days. There is no opportunity to pay a reduced amount.

A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of issue of the first. In a case where the national threshold is met for a third time (or subsequent times) within those 3 years, alternative action will be taken. This will often include considering prosecution, but may include other tools such as one of the other attendance legal interventions

The Local Penalty Notice Code of Conduct is published on Liverpool City Council's website

## **12.0 Leave of absence in Term Time**

The Law does not give any entitlement to parents to take their child on holiday during term time.

Parents can receive a penalty notice for taking unauthorised leave in term time without prior consent from school. Consent cannot be given retrospectively.

If leave of absence is deliberately taken in term time, without school permission, creating a period of unauthorised absence of 10 sessions or more; and it can be shown that the parent understood that permission had not or would not be given, the local authority will issue a penalty notice without a Notice to Improve period being issued.

Any application for leave in term time must be in only exceptional circumstances and the head teacher must be satisfied that the circumstances warrant the granting of leave. The head teacher will determine the number of school days a child can be away from school if the leave is granted.

Parents must complete an application form for term time leave of absence via the Special Leave form on our Parent App or from the school office.

Parents should complete a leave of absence request form which is available from the school. The request should be submitted as soon as it is anticipated; and wherever possible, at least four weeks before the absence. **Although such absence may be unauthorised, it is better that we know your child is safe, rather than missing.** Please be aware that you may be required to provide us with additional evidence to support your request.

If we have any concerns about possible safeguarding concerns, we will follow the necessary protocols.

For Children in Care, any period of leave taken without the agreement of the Virtual School Head, Service Manager and Director of Children's Services, will be classed as unauthorised.

### 13.0 Lateness

Poor punctuality is not acceptable. If a pupil misses the start of the day they can miss work and late arriving pupils disrupt lessons, it can be embarrassing for the pupil arriving late and can encourage future absence.

The end of the school day is also just as important that your child is picked up on time - 3:15pm Nursery to Year 6 and 4:15pm if your child is attending an after school club.

Please phone the school immediately if you think you are going to be late.

If a different person than yourself is picking up your child, then you must contact the school in advance as your child will not be handed over until we have received parental notification.

#### 13.1 How we manage lateness

The school gates open at 8:45am day and all pupils should be in class by 8:55 am. Nursery starts at 9.00am. Registers are taken at 9am by the class teacher and pupils receive a late mark if they are not in their class by that time. Pupils should arrive by 8:55 am.

- Late arrival to school following the close of registers is classified as an absence. If a pupil is persistently late after the official close of the register, the school may request the local authority issue a Penalty Notice.
- All parents must record on the sign in system a valid reason as to why their child is late
- Late arrival to school following the close of registers is classified as an absence (U). If a pupil is persistently late after the official closure of the register and there are no barriers to preventing the child from arriving on time, the school, following a Notice to Improve period, may request the local authority issue a penalty notice.
- The official close of registration is 9am.

If a Parent/Carer has any problem getting their child to attend school on time they should contact the school office on 0151 709 6229, who will offer support to resolve the problem.

### 14.0 People Responsible for Attendance at Smithdown Primary School

All school staff, parents/carers and pupils need to work as a team to support the attendance and achievement of pupils. This continued support therefore is vital in making every pupil's journey through school a success.

## 15. Removal from Roll

From the 1st of September 2016 changes were introduced to the Pupil Registration Regulations 2016. These amendments affect all non-standard transitions; this is whenever a child of compulsory school age leaves a school before completing the school's final year.

**As a school we are now required to:** Inform the LA in **every** circumstance when deleting a pupil's name from the admission register. Inform the LA of the pupil's destination school and home address if the pupil is moving to a new school.

Parents/carers must complete an Exit form.

All schools must provide information to the LA when registering new pupils, including the pupil's address and previous school.

If your child is leaving our school parents are asked to:

- Provide the school with 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 a pupil leaves and we do not have the above information, then your child may be considered to be a Child Missing in Education. This requires schools and local authorities to carry out investigations to try to locate your child, which may include liaising with Children's Services, the Police and other agencies. By giving us the above information, these investigations can be avoided.

## Appendices – *working towards best practice*

### Attendance and Punctuality Roles and Responsibilities Guidance

#### Whole School Approach

When	Whom	Actions Expected
<b>DAILY</b>	<b>Pupils</b>	<ul style="list-style-type: none"> <li>• Arrive on school site by 8:55 am</li> <li>• Be in class on time for registration at 8.55 am</li> <li>• School gates open 8:45am</li> </ul>
	<b>Class Teacher</b>	<ul style="list-style-type: none"> <li>• Registers are completed on Arbor each day on time</li> <li>• Ensure attendance has a high profile in class</li> <li>• Discuss absence with pupils returning to school</li> <li>• Welcoming long-term absentees back into the class</li> </ul>
	<b>Attendance Staff</b>	<ul style="list-style-type: none"> <li>• Ensuring staff have completed AM/PM registers</li> <li>• Ensuring input of accurate attendance marks in the register via Arbor</li> <li>• Identify pupils who are absent from school without reason by 9:30am</li> <li>• Log on Arbor, parental voicemails, text messages and emails regarding student absences</li> <li>• Ensure all Late arriving pupils are spoken to and their attendance is entered on to Arbor</li> <li>• Text messages sent to parent/carers who have failed to contact regarding their child's absence.</li> <li>• First day absence phone contact with parents/carers, following up unexplained absences where no text message/phone call has been returned.</li> <li>• SLT and class teachers contacted with specific attendance queries and necessary follow ups required</li> <li>• Supporting staff with registration queries, support the interventions of the class teachers.</li> <li>• Logging attendance of all pupils going out /in school for medical, dental or visits</li> <li>• 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.</li> <li>• Daily Late process, log and send actions for relevant staff.</li> <li>• Daily Attendance/ PA report sent to senior leader with responsibility for attendance.</li> <li>• A home visit on first day if necessary</li> </ul>
	<b>Safeguarding Team</b>	<ul style="list-style-type: none"> <li>• Support teachers in informal discussions with identified pupils to follow up attendance issues and agree future action required.</li> <li>• Discuss with class teachers when required identified pupils of concern regarding specific attendance queries and necessary follow ups required.</li> </ul>
	<b>EWO</b>	<ul style="list-style-type: none"> <li>• Safeguarding home visits as required.</li> <li>• Focused casework interventions with persistent absence and severely absent pupils and families.</li> <li>• Phone call contact with pupils/parent/carers</li> <li>• Home visits</li> <li>• Instigation of legal proceedings</li> <li>• Tracking of actions and interventions and feedback to pastoral staff.</li> </ul>
	<b>Designated Attendance Lead</b>	<ul style="list-style-type: none"> <li>• Monitoring and tracking of staff not completing registers in line with Safeguarding requirements.</li> <li>• Liaison with EWO, Pastoral staff and Inclusion Team regarding support work with identified pupils</li> </ul>

When	Whom	Actions Expected
WEEKLY	Class teacher	<ul style="list-style-type: none"> <li>• Ensure all members of the class know the school target and their current attendance</li> <li>• Monitor/follow up identified pupil absence by making contact with parent/carers where appropriate.</li> <li>• Informing SLT and EWO of pupil patterns of absence.</li> </ul>
	Attendance Staff	<ul style="list-style-type: none"> <li>• Informing SLT and EWO of pupil patterns of absence.</li> <li>• Provide weekly pupil attendance figures for class teachers and pupil rewards</li> <li>• Discuss punctuality issues with identified pupils and parent/carers</li> <li>• Pupils rewards</li> </ul>
	Safeguarding Team	<ul style="list-style-type: none"> <li>• Organise help for pupils to catch up on missed work due to prolonged absence</li> </ul>
	Designated Attendance Lead	<ul style="list-style-type: none"> <li>• Monitoring and Tracking of staff not completing registers in line with</li> <li>• Safeguarding requirements.</li> <li>• Liaison with EWO, Pastoral Coordinators and Curriculum Leaders regarding support work with identified pupils</li> </ul>

When	Whom	Actions Expected
HALF TERMLY	Designated Attendance Lead	<ul style="list-style-type: none"> <li>• Maintain a high profile of attendance as a significant contributor to pupil achievement</li> <li>• Use attendance data to identify and take action to improve the attendance of vulnerable pupils</li> <li>• Ensure that all teaching staff focus on attendance in planning and pedagogy</li> </ul>
	Senior Leader	<ul style="list-style-type: none"> <li>• Ensure that attendance features in ALL parents evenings</li> <li>• Monitor and track attendance/PA Action Plans</li> <li>• Liaise with EWO to share information and agree joint actions re action plans or other pupils causing concern</li> </ul>

TERMILY	Designated Attendance Lead	<ul style="list-style-type: none"> <li>• The importance of attendance is underpinned by awareness of safeguarding issues for all pupils both in school and those at off site provision</li> <li>• School Attendance Review alongside the EWO</li> <li>• Ensure that attendance is given a high profile as a key driver of school improvement and provide support and guidance to SLT, for plans to raise attendance</li> <li>• Ensure that the attendance policy is implemented across the school and that systems are operating effectively.</li> <li>• Report to SLT on attendance matters</li> <li>• Ensure school prospectus, parent/carers welcome booklet and school newsletters promote attendance</li> <li>• Determine priority actions for the next term</li> </ul>
	Headteacher	<ul style="list-style-type: none"> <li>• Ensure that attendance maintains a high profile as a key driver of school improvement through close monitoring and scrutiny of attendance data in conjunction with SLT and Governors</li> </ul>

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