

# Attendance Policy

## The Federation of Abbey Infant and Junior School



<b>Approved by:</b>	FGB	<b>Date:</b> December 2024
<b>Last reviewed on:</b>	Dec 2024	
<b>Next review due by:</b>	Dec 2026	



## **Rationale**

Good attendance at school is essential to ensure uninterrupted progress and so enable children to achieve their full potential by accessing the curriculum provided.

**Regular attendance at school means attending every session the school is open, unless the headteacher has authorised the child to be absent - only the head teacher can authorise an absence.**

- Non-attendance is an important issue that is treated seriously. However, each case is different and the school acknowledges that no one standard response will be appropriate in every case. Consideration is given to all factors in deciding what intervention strategies to apply. Early intervention is essential. It is vital that parents keep school fully informed of any matters that may affect their child's attendance. It is the belief of the staff and Governors of The Federation of Abbey Infant and Junior School that this can only be achieved through a partnership between parents, the school and the Local Authority.

## **Aims**

- To create an environment which encourages good punctuality and attendance in school by being welcoming and creating a sense of belonging for our children.
- To work with children, parents, external agencies and staff to create such an environment. The vast majority of pupils want to attend school to learn, to socialise with their peer group and to prepare themselves to take their place in society as well-rounded and responsible citizens with the skills, knowledge and understanding necessary to contribute to the life and culture of their community.
- To adopt clear procedures which are understood by everyone involved in maintaining good attendance at The Federation of Abbey Infant and Junior School.

It is recognised that:

- All pupils of statutory age will have an equal right to access an education in accordance with regulations.
- In the first instance it is the responsibility of parents to ensure that their children attend school.
- Many parents and pupils may need to be supported and rewarded at some stage in meeting their responsibilities.
- Situations beyond the control of parents or pupils may impact on attendance. In such cases we will work with external agencies to resolve these.

## **Legislation and Guidance**

This policy meets the requirements of the school attendance guidance from the Department for Education (DfE), and refers to the DfE's statutory guidance on school attendance parental responsibility measures. These documents are drawn from the following legislation setting 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, 2016 amendments)
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013
- This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.
- This policy works in conjunction with the DfE Paper 'Working Together to Improve School Attendance' August 2024  
[https://assets.publishing.service.gov.uk/media/65f1b048133c22b8eecd38f7/Working\\_together\\_to\\_improve\\_school\\_attendance\\_applies\\_from\\_19\\_August\\_2024\\_.pdf](https://assets.publishing.service.gov.uk/media/65f1b048133c22b8eecd38f7/Working_together_to_improve_school_attendance_applies_from_19_August_2024_.pdf) and 'Summary table of responsibilities for school attendance'  
[https://assets.publishing.service.gov.uk/media/65e8ae343649a2001aed63aa/Summary\\_table\\_of\\_responsibilities\\_for\\_school\\_attendance\\_applies\\_from\\_19\\_August\\_2024\\_.pdf](https://assets.publishing.service.gov.uk/media/65e8ae343649a2001aed63aa/Summary_table_of_responsibilities_for_school_attendance_applies_from_19_August_2024_.pdf)

## **Roles and Responsibility**

**We are all attendance champions at Abbey and responsible for pupil's attendance in school.** The Attendance Champion, who is also a member of the Senior Leadership Team, is Jade Yale (Executive Deputy Head Teacher), who can be contacted via the school office.

### **Parents' Responsibilities**

- Statutory reason applies and may risk prosecution if they fail in this responsibility.
- Parents should ensure that their children arrive at school on time, with the correct equipment and in full school uniform.
- Parents should support the school by avoiding, if possible, non-emergency medical/dental appointments for their child during school time.
- Parents should be aware that they do not have the automatic right to take their child out of the school for a holiday during term time. Only request leave of absence in exceptional circumstances and do so in advance.
- It is the parents' responsibility to inform the school of the reason for a child's absence on the first day of absence and in line with the school's procedures for informing of absence.
- All unexplained attendances will be monitored and parents will be kept informed about any attendance concerns relating to their own child. Parents are expected to attend meetings when requested and support the school in responding to ongoing attendance concerns.
- Notify the school as soon as possible when their child has to be unexpectedly absent (e.g. sickness).
- Book any medical appointments around the school day where possible.

### **Children's Responsibilities**

- All children should aim to have an excellent attendance and punctuality record.
- Tell a member of staff about a problem or reason that may prevent them from attending school.
- All children are expected to be on the school site on time and ready to learn. Children are expected to be punctual to all lessons and registration.
- Children who arrive at school late must follow the correct procedures for recording their lateness and entering their lesson.
- Children who need to leave school for a medical appointment must follow the correct procedures for recording that they have permission to leave and have left the building.
- Children must not leave the school without permission, 'truant'; this will be seen by the School as a Safeguarding concern as well as a Health and Safety concern.

### **The Class Teacher's Responsibilities**

- To prepare and deliver stimulating, challenging, enjoyable work for all pupils.
- To ensure that all children are aware of the importance of registration time.
- Build a welcoming atmosphere in the classroom and provide support as necessary when children return after an absence
- To promote and acknowledge good attendance and punctuality of pupils in their class.
- To complete registers accurately and on time.
- To swiftly report any concerns related to attendance to the Attendance Officer who will work with the HT, DHT and DSL.

### **Admin Staff's Responsibility**

- Keep a record of children who are late with reason for lateness
- FDAC - First Day Absence Calling where reasons for absence are not known.
- Collect absence notes, messages left on email or school voicemail messages.
- Ensuring pupil information is up to date.
- Attendance information for every pupil at the end of the academic year to enable teachers to complete attendance details on reports.
- Report concerns to SLT who will work with the HT, DHT, Attendance Champion and DSL.

## **The Attendance Officer**

- Oversee day to day attendance procedures completed by teaching staff and admin.
- Monitor pupil attendance and take action according to this policy.
- Analyse trends in attendance data to identify appropriate action with particular emphasis on pupils below school target & PA pupils. Keep the Head Teacher, Deputy Head Teacher, Attendance Champion, DSL and Governors informed of attendance and punctuality trends.
- Investigate reasons for absence, exploring any underlying cause either at home or in school.
- Ensure action is taken in response to any difficulties reported.
- Work in partnership with parents to improve attendance.
- Monitor punctuality of pupils across school and contact parents' in cases where lateness is a concern.
- Make referrals to other agencies where appropriate.
- Prepare letters to inform parents when a child's attendance is giving cause for concern and is being monitored. Compile and update standard letters re; % attendance and lateness.
- Ensure data is accurate for termly and annual DFE attendance returns.
- Refer cases to the School Attendance Support Services where involvement with family by school/ SLT/DSL has not proven successful in improving attendance.
- Complete Home Visit Records, leaving a copy at the address visited and keeping a copy for school records.
- Referral of cases of pupils to LA who are believed to be missing education (CME).
- Keep HT/DHT/DSL/Attendance Champion and Governors up to date with work undertaken.

## **Deputy Head Teacher/Attendance Champion and DSL**

- Complete home visits for any pupils where FDAC has not been successful and where there is a safeguarding concern – visiting staff can be accompanied by Abbey Staff.
- Complete home visits where attendance issues have led to a safeguarding concern.
- Complete home visits for any pupils who have not attended school after confirming a place at the school through the HTP panel or other.
- Investigate reasons for absence identifying any issues families may have with ensuring regular school attendance and working with such families to overcome the issues. This may include making home visits, telephone calls home and attendance contract meetings in school.
- Investigate reasons for poor punctuality where there is a safeguarding concern.
- Prepare and organise meetings with parents where there are issues with attendance and punctuality.
- Following a meeting or conversation and attendance has not improved, an Attendance Contract will be completed to identify areas for support.
- Work with parents to support during difficulties and set expectations of good attendance and punctuality.
- Make referrals to other agencies as appropriate.
- Work with class teachers to plan reintegration of pupils who have been absent for a length of time.
- Monitor referral of cases of pupils to LA who are believed to be missing education (CME). Work with relevant agencies.

## **Head Teacher Responsibilities**

- Operational management of the policy.
- To ensure that attendance has a high profile in school and in the community.
- Set out expectations for school attendance and punctuality in Home School Agreement and Policies to parents, pupils and the school community.
- Management of rewards and praise systems that recognise and promote good attendance.
- To ensure that all legal requirements relating to attendance and punctuality are complied with.
- Work with external agencies and the LA School Attendance Support Services and request support when necessary.
- If there are exceptional circumstances e.g a heavy snowfall overnight, the Head Teacher may, in conjunction with the chair of governors and/or LA, decide to close the school. If so, a message will be announced via Sandwell Council social media, parents will be contacted via email/text and a notice will be displayed on the school website Home | The Federation of Abbey Infant and Abbey Junior Schools ([abbeyfederation.co.uk](http://abbeyfederation.co.uk)).

### **Governors' Responsibilities**

- Receive attendance from the head teacher at Governors' meetings. Ask relevant questions and provide challenge.
- Governors can play a valuable role through meetings with parents such as Parents' Evenings and School Events.
- Support the Head Teacher and school processes to monitor attendance and where there are issues regarding non-attendance.

### **School Responsibilities**

- Have a clear school attendance policy on the school website which all staff, pupils and parents understand.
- Develop and maintain a whole school culture that promotes the benefits of good attendance.
- Accurately complete admission and attendance registers.
- Have robust daily processes to follow up absence.
- Regularly monitor data to identify patterns and trends and understand which pupils and pupil cohorts to focus on.
- Have a dedicated senior leader with overall responsibility for championing and improving attendance.

### **Local Authority Responsibilities**

- Have a strategic approach to improving attendance for the whole area and make it a key focus of all frontline council services.
- Have a School Attendance Support Team that works with all schools in their area to remove area-wide barriers to attendance.
- Provide each school with a named point of contact in the School Attendance Support Service who can support with queries and advice.
- Offer opportunities for all schools in the area to share effective practice.

## **Procedure for registration of pupils**

- Attendance is recorded and data stored on SIMS.
- It is vitally important that the correct attendance codes are used. See below.
- Children who arrive after the bell MUST report to either the Infant or Junior Offices, where staff will record their attendance, make a note of the reason for the late arrival and record how many minutes late they are.
- Children who arrive after the bell will be marked L, those who arrive after the close of register will be marked U in line with LA policy.
- Any amendment to the attendance register will include the original entry, amended entry, reason for amendment, the date on which the amendment was made and the initials of who made the amendment.

### **Registration Times:**

#### **Nursery**

Registration opens: 8.30am

Registration closes: 9.00am

#### **Reception, KS1 and UKS2**

##### Morning session

Registration opens: 8.50am

Registration closes: 9.20am

##### Afternoon session

Registration opens: 1.00pm

Registration closes: 1.30pm

#### **LKS2**

##### Morning session

Registration opens: 8.50am

Registration closes: 9.20am

##### Afternoon session

Registration opens: 12.45pm

Registration closes: 1.15pm

## **Coding attendance on attendance registers**

### **Inactive Codes**

H, Y and J. If any service children require Holidays in term time than schools should use the code C. The J code has been replaced by a new code J1 and has changed from and Approved Educational Activity to Authorised Absence.

### **Other new Codes**

- K Attending education provision arranged by the Local Authority (its set-in place by the LA and not the school)
- Q Unable to attend the school because of access arrangements. (use this code where the LA has failed to arrange transport for the student, Y1 is used if the organised transport is not available)
- Y1 Unable to attend due to transport normally provided not being available
- Y2 Unable to attend due to widespread disruption to travel
- Y3 Unable to attend due to part of the school premises being closed
- Y4 Unable to attend due to whole school being close
- Y5 Unable to attend due as pupil is in criminal justice detention
- Y6 Absent in accordance with public health guidance or Law
- Y7\* Unable to attend because of other unavoidable Cause
- C Leave of Absence for exceptional circumstance (Guidance changed for this Code)
- C1 Leave of Absence for the purpose of participating in a regulated performance (Or employment paid or unpaid, continue to use W for Works Experience)
- C2 Leave of absence for a compulsory school age pupil subject to a part-time timetable

### **Codes where schools MUST record nature of activity**

- B Attending any other approved educational activity (Not Sporting Activity OR Works Experience)

Examples of nature of activity:

- 1) Attending taster days at college
- 2) Attending courses at college
- 3) Attending unregistered alternative provision arranged by the school

- K Attending education provision arranged by the Local Authority  
(A pupil attending a provision arranged by the school should use the code P or B)  
Examples of natures of provision

- 1) Attending courses at college
- 2) Attending unregistered alternative provision such as home tutoring

*\*Y7 Unable to attend because of any other unavoidable cause. The DfE has not given any examples for the nature of the unavoidable cause. From the working together document - An unavoidable cause, that is not covered by one of the other 'unable to attend' codes detailed above, is preventing the pupil from attending the school. This code should be used only where something in the nature of an emergency has prevented the pupil from attending the session in question. The unavoidable cause must be something that affects the pupil, not the parent. The fact that a parent has done all they can to secure the attendance of the pupil at school does not, in itself, mean the pupil has been prevented by unavoidable cause.*



## **External Agencies**

Research has shown that schools in partnership with a full range of support services have a greater impact on attendance than when they act alone.

### **Agencies include:**

- School Attendance Support Service:
  - To visit school for meetings at agreed times
  - To identify with school, cases of unauthorised absence which necessitate action and advise on responses
  - To provide written reports
  - Receive request for support in cases where school actions have not improved the attendance
  - Proceed with legal action against parents in cases where they fail to ensure regular attendance
  - Investigate pupils who are missing education followed by diligent enquiries carried out by the School Attendance Support Officer (SASO)
  - Register audits undertaken termly by the School Attendance Support Officer (SASO)
  - Provide guidance on LA policies and Government legislation regarding attendance
  - DT Attendance Consultancy Ltd. – Dawn Thompson
  
- Inclusion Services
- Special Educational Needs Service
- Sandwell Children's Trust and Neighbouring LA Social Care (e.g. Birmingham, Dudley).
- Local police

## **Unplanned absence**

The pupil's parent/carer must notify the school on the first day of an unplanned absence by 8.45am or as soon as practically possible.

- Parents can contact the school via telephone, leaving a message if it is out of hours. 0121 429 1689 (Inf) or 0121 429 2700 (Jun).
- Emailing the school office – [office@abbey-inf.sandwell.sch.uk](mailto:office@abbey-inf.sandwell.sch.uk) or [office@abbey-jun.sandwell.sch.uk](mailto:office@abbey-jun.sandwell.sch.uk)
- In person.

We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness. If the authenticity of the illness is in doubt or the parent has said that they have taken their child to the doctors or received medication, the school may ask for a photo of the medical evidence, such as a doctor's note, prescription, appointment card, medication or other appropriate form of evidence, to support the authorisation of the absence. We will not ask for medical evidence unnecessarily. If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

Where a parent has given a reason for absence, then the following steps should generally be taken\*:

- Day 1: Parent has explained absence.
- Day 2-4: Parent has continued to contact school or the school office has made contact via a telephone call, text or email
- Day 4: Home visit
- Day 4-10: Continued FDAC (where information is not obtained or updated) by school with parents, plus home visits where necessary.
- Day 11: LA welfare contact form submitted

\*days may be discretionary for example if a child is absent with chicken pox/COVID etc.

If an attendance contract is in place or there are any safeguarding concerns, home visits may be made earlier.

## **Process for an absence where the parent has not contacted the school\*:**

### Day 1 –

- Telephone call to parent and voice message left asking parent to contact school. When parent contacts the school, office staff will remind parent to inform the school of an absence.
- Where contact is not made and no response from a parent, Attendance Officer will contact DHT/DSL and a decision will be made regarding a home visit.
- If a home visit is performed, then a Home Visit record will be completed and will be left asking informing parents that a visit has been made and asking that they contact school urgently.
- If there is a safeguarding concern, there may be a referral to children's services/police where there are concerns about a family.

### Day 2/4 –

- Repeat Day 1. School completes call. Letter/Home Visit Record sent to home address.

## **Where a parent cannot be contacted and the whereabouts of a child ascertained then school must ensure they have made 'reasonable enquiries' about the child, these include:**

Since the first day of Unauthorised Absence in the period detailed:

- At least one telephone call/s (to a parent with whom the child normally resides)
- Detail of any response to call/s (including unavailable, international dialling tone, disconnected etc.)
- A letter/s/Home Visit Record sent to a parent at the pupils' home address (requesting parent contact school by a specified date/time, or the reason for not sending a letter (a copy of this letter is not required with the notification but may be requested prior to agreeing Removal from Roll) Any response to letter/s.
- At least ONE Home Visit/s (to the pupil's address)
- The outcome, details and any observations from the Home Visit/s.
- Detail of any 'other' contacts made or attempted with any other person holding 'parental responsibility' or an Emergency Contact, or known to be related or friend to the family including their contact details (i.e. telephone number, address, email, messaging, etc.,).
- Any 'other' information received by or shared with the school in relation to the Absence.
- Confirmation that the schools Designated Senior Lead (DSL) is aware of the circumstances.
- School may then complete a local authority legal intervention form.

\*where a child is subject to safeguarding arrangements e.g. family of concern or subject to a category of need with children's services, including LAC, the DSL will be informed immediately of an absence.

\* Common illnesses like Chickenpox would not be followed up unless other reasons mitigate

### **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.

- Parents must inform the school office and provide evidence 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.

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.

### **Lateness and punctuality**

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code

### **Following up absence**

Where any child we expect to attend school does not attend, or stops attending, the school will:

- Follow up on their absence with their parent/carer to ascertain the reason, by
  - Calling the parent and/or contacts
  - Making a home visit – leave a note of the visit asking parent/carer to contact the school
  - Refer to LA through removal from roll form
- Ensure proper safeguarding action is taken where necessary
- Identify whether the absence is approved or not
- Identify the correct attendance code to use

### **Reporting to parents**

We will report attendance annually to parents via the child's end of year report. We will also keep in touch with parents about attendance at Parents' Evenings.

### **Data Protection/GDPR**

The Data Protection Act places obligations on all agencies that process, store and share information on any individual. We at Abbey have full regard for the requirements of the Act.

### **Authorised Absence**

Authorised absence is where school has either given approval in advance for a pupil to be away or has accepted an explanation offered afterwards as a satisfactory reason for absence.

The following are reasons for authorised absences:

- Illness
- Family bereavements
- Medical and dental appointments where proof is available. Parents should endeavour to arrange appointments outside the school day
- Days of religious observance
- Fixed term exclusion
- Permanent exclusion until removed from roll or re-instated

### **Unauthorised Absence**

All other absence is regarded as unauthorised. This includes:

- Shopping
- Going for a haircut
- Visiting relatives
- Collecting relatives from the airport
- Holidays in term time\*

\*Any absence which falls directly before or after a holiday will also be unauthorised and included within holiday dates, unless proof can be provided otherwise.

## **National Framework for Penalty Notices**

There is now a single consistent national threshold for when a penalty notice must be considered by all schools in England, of 10 sessions (usually equivalent to 5 school days) of unauthorised absence within a rolling 10 school week period. The 10 sessions of absence do not have to be consecutive and can be made up of a combination of any type of unauthorised absence (G, O and/or U coded within the school's registers). The 10 school week period can span different terms, school years or education settings.

Sanctions may include issuing each parent (for each child) with a Penalty Notice for £160, reduced to £80 if paid within 21 days (for the first offence). A second Penalty Notice issued within a three year period will result in a fine of £160 per parent, per child. If a third offence is committed the matter may be referred to the local authority for consideration of prosecution via the Magistrates Court. If prosecution is instigated for irregular school attendance, each parent may receive a fine of up to £2,500 and/or up to 3 months in prison. If a parent is found guilty in court, they will receive a criminal conviction.

Please note, if school suspects that you may have taken or plan to take a holiday in term time, it is a parent's responsibility to prove that you are not on holiday as without this evidence, we will proceed as if you are. This evidence may include flight information or booking confirmation.

## **Persistent Lateness**

The school actively discourages late arrival by challenging parents / pupils who are persistently late or arrive late without a reasonable explanation. Parents are also informed of concern by a letter from school. If the lateness persists, the DHT/DSL will be asked to contribute a new course of action.

Pupils whose lateness improves will be praised/rewarded and their parents will be contacted and thanked for their support.

## **Persistent Absence**

At Abbey we aim to communicate the importance of attendance with parents and children. We have a particular focus on reducing Persistent Absenteeism at the school. The Persistent Absence threshold for children is currently 10% and Ofsted will use this threshold in its inspection of schools.

The threshold means that any child will be classed as Persistently Absent when they have missed 38 or more sessions. This equates to 19, or more, missed days during the academic year - which is as little as 6 days over each of the three Terms. This also equates to the equivalent of 1 day of absence, or more, a fortnight across a full school year

We will use a 19-day tracking system to make you aware of the number of days your child has missed in education. This will allow us to work together to reduce the number of days and attempt to prevent your child from reaching this number.

We will work with our local authority School Attendance Support Officer (SASO), Clare Loveridge, to track PA and risk of PA, putting in place meetings to support parents in avoiding children becoming persistently absent and early intervention support plans to help. We will sensitively consider some of the reasons for absence and understand the importance of school as a place of safety and support for children who might be facing difficulties, rather than reaching immediately for punitive approaches.

We will introduce targeted support, utilising other agencies where necessary (for example Early Help) to support the family.

Once a child has reached 38 sessions, or 19 days absence, they will be classified as Persistently Absent from school and we will report this to the Local Authority and follow any necessary external legal proceedings.

## **Severely Absent**

At Abbey we aim to communicate the importance of attendance with parents and children. Particular focus will be given by all partners to pupils who are absent from school more than they are present (those missing 50% or more of school). These severely absent pupils may find it more difficult to be in school or face bigger barriers to their regular attendance and as such are likely to need more intensive support across a range of partners.

We will ensure a concerted effort is therefore needed across all relevant services to prioritise them. All partners will work together to make this group the top priority for support – this may include specific support with attendance or a whole family plan, but it may also include consideration for an education, health and care plan or an alternative form of educational provision where necessary to overcome the barriers to being in school.

If all avenues of support have been facilitated by schools, local authorities, and other partners, and the appropriate educational support or placements (e.g. an education, health and care plan) have been provided but severe absence for unauthorised reasons continues, it is likely to constitute neglect. The school will be especially conscious of any potential safeguarding issues in these cases and where these remain, conduct a full children's social care assessment. Further information is available in the statutory guidance on Keeping Children Safe in Education.

## **Statutory Duty**

Section 7 of the Education Act 1996 states that the parent of every child of compulsory school age receive efficient full-time education suitable to their age, aptitude and ability and any special educational needs they may have, either by regular attendance at school or otherwise.

A child is of compulsory school age at the beginning of the term following their 5<sup>th</sup> birthday.

Under the Education Act 1996, the Local Authority has a statutory responsibility to ensure that parents secure education for children of compulsory school age and where necessary, use legal enforcement. The Federation of Abbey Infant and Junior School recognises Sandwell Council's policies and will implement prosecution where it is fair and equitable to do so.

In accordance with the regulations regarding pupils' attendance at school, Abbey keeps an attendance register on which at the beginning of each morning and afternoon session children are marked present or absent. The marks are electronically processed and stored on the school's central administrative system SIMS. This information is shared with the Department for Education.

## **Absence data**

We use data to monitor, identify and support individual pupils or groups of pupils when their attendance needs to improve, and schools are required to submit pupil attendance data to the Department for Education on a daily basis Education (Information about Individual Pupils) (England) (Amendment) Regulations 2024. Persistently and severely absent pupils are tracked and monitored carefully. We also combine this with academic tracking, as increased absence affects attainment.

We share information and work collaboratively with other schools in the area, local authorities, and other partners, when absence is at risk of becoming persistent or severe.

Annex A: DfE guidance Summary table of responsibilities for school attendance. From 19th August 2024

[https://assets.publishing.service.gov.uk/media/65e8ae343649a2001aed63aa/Summary\\_table\\_of\\_responsibilities\\_for\\_school\\_attendance\\_applies\\_from\\_19\\_August\\_2024\\_.pdf](https://assets.publishing.service.gov.uk/media/65e8ae343649a2001aed63aa/Summary_table_of_responsibilities_for_school_attendance_applies_from_19_August_2024_.pdf)

## **Other Policies supporting attendance.**

Behaviour Policy

Teaching and Learning Policy.

SEND Offer

Pupil Premium Statement.

Safeguarding offer.

## **Relevant legislation**

The Education Act 1996

The Children Act 1989

The Crime and Disorder Act 1998

The Anti-social Behaviour Act 2003

The Education and Inspections Act 2006

The Sentencing Act 2020 The Education (Pupil Registration) (England) Regulations 2006

The Education (Parenting Contracts and Parenting Orders) (England) Regulations 2007

The Education (Penalty Notices) (England) Regulations 2007

## **Relevant government guidance**

Parental responsibility measures for attendance and behaviour

DfE Children missing education

Keeping children safe in education 2024

Working together to safeguard children

Working Together to improve school attendance (August 2024)

Elective home education

Alternative provision: statutory guidance for local authorities

Exclusion from maintained schools, academies and pupil referral units in England

Supporting pupils at school with medical conditions

Ensuring a good education for children who cannot attend school because of health needs

Promoting and supporting mental health and wellbeing in schools and colleges

Approaches to preventing and tackling bullying