



Attendance Policy

2024 - 2025

Policy Information	
Version Number	1
Policy Operational Date	September 2024
Person(s) Responsible	Tom Mitchell
Management Group Approval Date	
Management Group Member	Mark Henderson
Review Date	September 2025

Relationships

Resilience

Respect

Contents

Aims	1
Roles and Responsibilities	2
Recording attendance	3
Authorised and unauthorised absence	4
Strategies for promoting attendance	5
Attendance monitoring	6
Monitoring arrangements	7
Support	8
Links with other policies	9
Legislation and guidance	10
Appendix	11

1. Aims

We are committed to meeting our obligation about school attendance through our whole school approach that values good school attendance, including:

- Promoting good attendance
- Ensuring every child has access to full-time education
- Building and maintaining a strong relationship with families to enable targeted support to better school attendance
- Reducing absence, including persistent and severe absence
- Acting early to address patterns of absence
- Promoting the importance of arriving to school and lessons on time to support punctuality

2. Roles and Responsibilities

2.1 The Moorbridge Management Committee

The governing board is responsible for:

- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole school
- Making sure staff receive adequate training on attendance
- Holding the headteacher and SLT to account for the implementation of this policy
- The link management committee member responsible for attendance is Mark Henderson and can be contacted via the school website.

2.2 The headteacher

The headteacher is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies

- Issuing fixed-penalty notices, where necessary
- The Head Teacher is Karen Croskery and can be contacted via the school website

2.3 The designated senior leader responsible for attendance

The designated senior leader is responsible for:

- Leading attendance across the school
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis
- Devising specific strategies to address areas of poor attendance identified through data
- Arranging calls and meetings with parents to discuss attendance issues
- Delivering targeted intervention and support to pupils and families

The designated senior leader responsible for attendance is Tom Mitchell and can be contacted via the school website

2.4 The attendance team

The school attendance team is responsible for:

- Monitoring and analysing attendance data (see section 7)
- 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 head teacher
- Working with relevant school staff to tackle persistent absence.
- Advising the Deputy Head (authorised by the Headteacher) when to issue fixed-penalty notices

2.5 Base Class Staff

Base class staff are responsible for recording attendance on a daily basis, using the correct codes, and submitting within Arbor.

2.6 School office staff

School office staff will:

- Take calls from parents and carers about absence on a day-to-day basis and record it on the school system
- Transfer calls from parents and carers to the attendance and welfare team to provide them with more detailed support on attendance

2.7 Parents/carers

Parents/carers are expected to:

- Make sure their child attends school on time
- Call the school to report their child's absence before 9am on the day of the absence and each subsequent day of absence, and advise when they are expected to return
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day

Appendix 6 – Attendance and Punctuality Contract

2.8 Pupils

Pupils are expected to:

- Attend school every day on time
- Attend every timetabled session on time

3. Recording attendance

3.1 Attendance register

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

We will take our attendance register at the start of the first session of each school day and once during the second 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 3 years after the date on which the entry was made.

Pupils must arrive at school by 8.45am on each school day.

The register for the first session will be taken at 9.00am and will be kept open until 9.30am. The register for the second session will be taken at 12.00pm and will be kept open until 12.30pm.

3.2 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 as soon as practically possible by calling the school office staff or attendance and welfare team. (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.

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 another appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied with the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

3.3 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 outside 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.

3.4 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
- The school will use the [U] code for arrivals after 30 minutes from the start of the session

3.5 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 will follow the absence monitoring procedure.
- 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 5 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

Moorbridge Absence Monitoring Procedure – Appendix 2

3.6 Reporting to parents/carers

The school will regularly inform parents about their child's attendance and absence levels.

Pupils

4. Authorised and unauthorised absence

4.1 Approval for term-time absence

The headteacher will only grant a leave of absence to a pupil during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the headteacher/principal's discretion, including the length of time the pupil is authorised to be absent.

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 as soon as it is anticipated and, where possible, and in accordance with any leave of absence request form, accessible via the school office. The headteacher may require evidence to support any request for a leave of absence.

4.2 Extended Leave

When a child is absent from school for an extended period (i.e 15 school days or more) parent/carer should advise the school of the temporary address

4.3 Legal sanctions

The school or local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a fine, or penalty notice, each parent must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

Penalty notices can be issued by a headteacher, local authority officer or the police.

The decision on whether or not to issue a penalty notice may take into account:

- The number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where an excluded pupil is found in a public place during school hours without a justifiable reason

If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

5. Strategies for promoting attendance

Individual Attendance Targets

Pupil attendance is measured and analysed against baseline attendance figures received prior to admission from the previous school / provision, as well as against individual targets* set on a half termly basis by the Attendance and Welfare Team.

**Individual Attendance Targets – These personalised targets are set on a half termly basis. Targets consider the ‘whole child’ and all associated contexts which may impact on school engagement and attendance.*

Individual rewards and incentives are implemented for those pupils that achieve their attendance targets.

The Attendance and Welfare Team meet on a weekly basis to provide pathway leads and SLT with attendance data.

This attendance data will be used to trigger school action as set out in the escalation of supportive interventions.

The Attendance and Welfare Team will receive a complete set of data relevant to their individual responsibility on a half termly basis.

The pupil’s attendance for the previous week/ half term will be recorded as follows:

- **Green = Attendance has improved against baseline/above attendance target**
- **Amber = Attendance has stayed the same against baseline /meeting attendance target**
- **Red = Attendance has deteriorated against baseline /below attendance target**

Appendix 3 – Individual Attendance Target Monitoring Chart

Attendance data will also be used to identify emerging patterns and trends to inform whole school strategies to improve attendance and attainment.

Moorbridge will share attendance data with the Department for Education and the local authority as required.

All information shared will be done so in accordance with the Data Protection Act 1998.

Attendance and Punctuality Incentives

Pupils are awarded points in relation to attendance and punctuality. These points can then be exchanged for internal and external rewards.

Appendix 4 – Attendance and Punctuality Points Breakdown

Positive Feedback to parents and carers

Support Systems

Moorbridge recognises that poor attendance is often an indication of difficulties in a child's life. This may be related to problems including but not limited to; home, school, community and peer group. Parent/carers, previous schools and other agencies/professionals should make school aware of any difficulties or changes in circumstances that may affect the child's attendance and/or behaviour in school. This will help the school identify any additional support that may be required.

Moorbridge also recognises that some pupils are more likely to require additional support to attain good attendance, for example, those pupils with special educational needs, social care / other agency involvement, those with physical or mental health needs, migrant and refugee pupils and looked after children.

Moorbridge will implement a range of strategies to support improved attendance.

Appendix 5 - Attendance and Punctuality Interventions

Short Term Attendance Plan

It is important to highlight that there is no statutory basis upon which to establish a reduced timetable. However, national guidance does permit in exceptional circumstances for schools to implement – on the condition of full agreement from parent/carer – a reduced timetable for a time-limited period in order to support a pupil who cannot attend school full-time to reintegrate into full-time provision.

Moorbridge has a safeguarding responsibility for all pupils on roll and therefore must be aware that even with parent/carer agreement to any reduced timetable arrangement they make, they are responsible for the risk assessment, and subsequent safeguarding and welfare, of all pupils on roll who are off-site during school hours.

Where a risk assessment suggests a child will be exposed to significant, immitigable 'red' risk if not in school, then a reduced timetable should not be considered an option.

Appendix 7 – Reduced Timetable Risk Assessment

6. Attendance monitoring

Pupil's attendance will be monitored and may be shared with the Local Authority and other agencies if a pupil's attendance is a cause for concern.

Pupils review their attendance and punctuality on a weekly basis during a B4L lesson which is timetabled on a Monday morning. This provides an opportunity for pupils to regularly discuss their attendance and punctuality with key staff.

6.1 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 levels 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.

6.2 Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

6.3 Using data to improve attendance

The school will:

- Provide regular attendance reports to staff, and other school leaders, to facilitate discussions with pupils and families
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

6.4 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.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Hold regular meetings with the parents of pupils whom 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

7. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum annually by Tom Mitchell. At every review, the policy will be approved by the full governing board.

8. Support

The school will:

- Build relationships with pupils and families to encourage regular school attendance.
- Analyse and use data and relationship knowledge to prevent regular absence.
- Using resources (School-based and external services) to intervene early with support.

- Use targeted support for persistent/severe absences.
- Liaise with external agencies to identify appropriate support for pupils and their families in relation to attendance and welfare.

9. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy

10. Legislation and guidance

This policy meets the requirements of [working together to improve school attendance](#) 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](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2024](#)

This policy also refers to the DfE's guidance on the [school census](#), which explains the persistent absence threshold

- [Summary of responsibilities where a mental health issue is affecting attendance](#)
- [Support for pupils where mental health issues are affecting attendance \(Effective practice examples\)](#)
- [Keeping Children Safe in Education 2023](#)

Appendix 1: attendance codes

The following registration is effective from the 19th of August 2024 - '[Working Together To Improve School Attendance 2024](#)'

Code	Definition	Scenario
/	Present (am)	The pupil is present at morning registration

\	Present (pm)	The pupil is present at the afternoon registration
L	Late arrival	The pupil arrives late before the register has closed
B	Off-site educational activity	The pupil is at a supervised off-site educational activity approved by the school
K	Off-site educational activity	The pupil is at a supervised off-site educational activity approved by the local authority
D	Dual registered	The pupil is attending a session at another setting where they are also registered
P	Sporting activity	The pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	The pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	The pupil is on a work experience placement

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	The pupil has been granted a leave of absence due to exceptional circumstances
C1	Leave of absence	The pupil should be participating in a regulated performance or regulated employment abroad
C2	Leave of absence – Part-time timetable	For compulsory school-age pupils who are on an agreed part-time timetable
E	Suspended or permanently excluded	The pupil has been suspended or permanently excluded but no alternative provision has been made

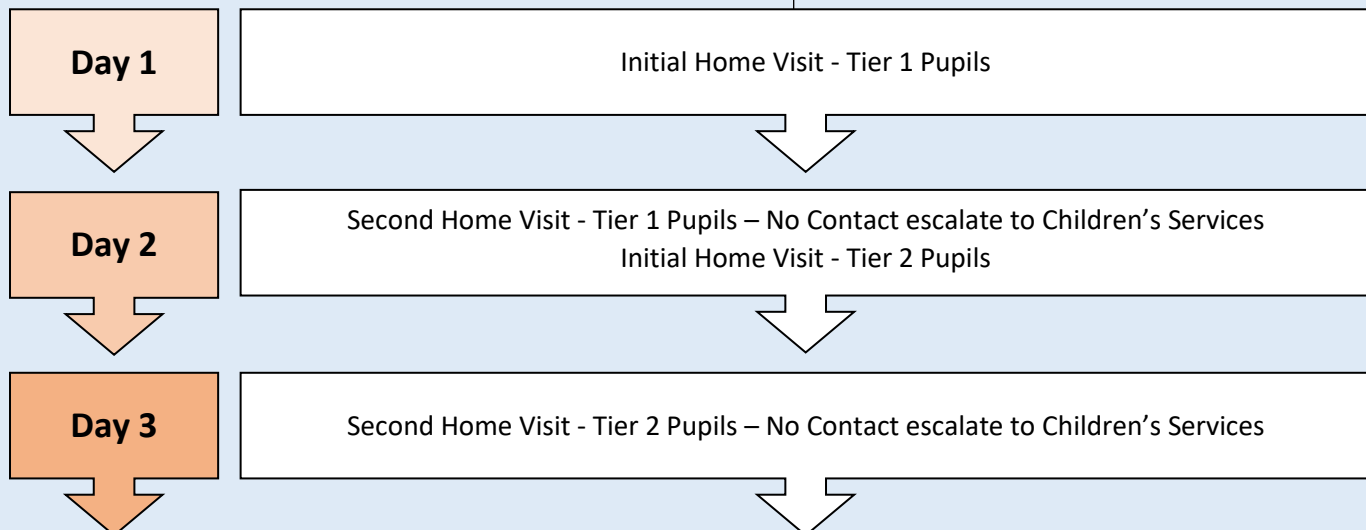
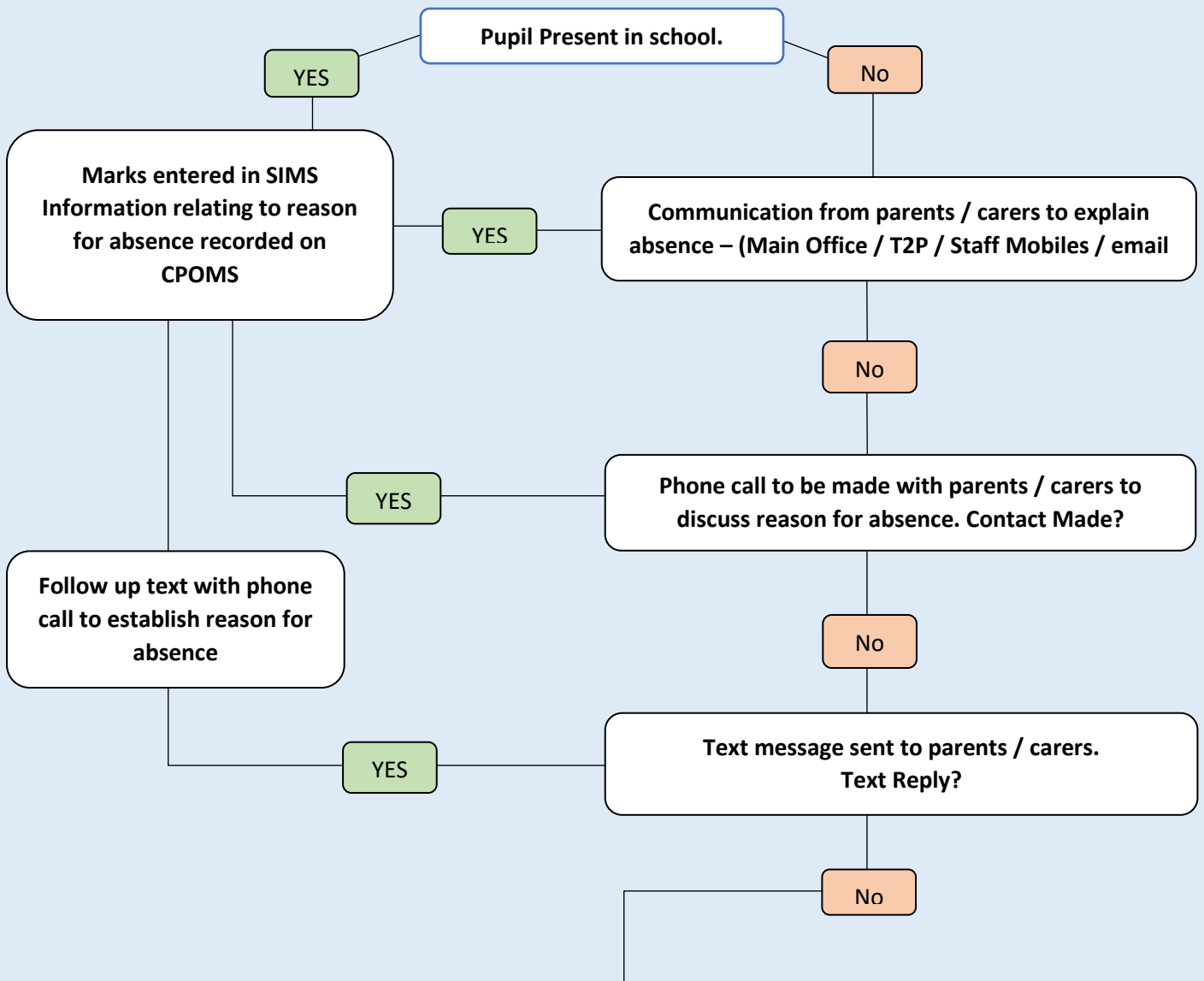
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	The school has been notified that a pupil will be absent due to illness
J1	Leave of absence	Pupil has an interview with a prospective employer/ admission to another educational institution
M	Medical/dental appointment	The pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Parents travelling for occupational purposes	The pupil is a mobile child due to the parent travelling from place to place for business/trade
Q	Unable to attend due to lack of access arrangements	The pupil is unable to attend due to a lack of access arrangements made by the local authority
Y1	Unable to attend due to lack of transport	Where the school or local authority normally provides transport which is not available; and the school is beyond reasonable walking distance
Y2	Unable to attend due to widespread disruption to travel	The pupil is unable to attend school because of widespread disruption to travel caused by a local, national or international emergency
Y3	Unable to attend due to part of the school premises being closed	Part of the school premises is unavoidably out of use
Y4	Unable to attend due to the whole school being unexpectedly closed	Where the whole school was planned to be open but remained closed unexpectedly

Y5	Unable to attend as pupil is in criminal justice detention	If the pupil is in police detention or on remand to youth detention, awaiting trial or sentencing
Y6	Unable to attend in accordance with public health guidance or law	Pupil travel to or attendance at the school would be contrary to restrictions set by the secretary of state for health
Y7	Unable to attend because of any other unavoidable cause	The unavoidable cause must be something that affects the pupil, not the parent
Unauthorised absence		
G	Unauthorised holiday	The pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	The school is not satisfied with the reason for the pupil's absence
U	Arrival after registration	The pupil arrived late and after 30 minutes from the start of the session

Code	Definition	Scenario
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

Appendix 2: Moorbridge Absence Procedure

Moorbridge Absence Procedure



Contact to be made with professionals involved with family
See Safeguarding Status on CPOMS

If at any stage there are concerns regarding the safety or welfare of a pupil – Safeguarding procedures must be followed immediately

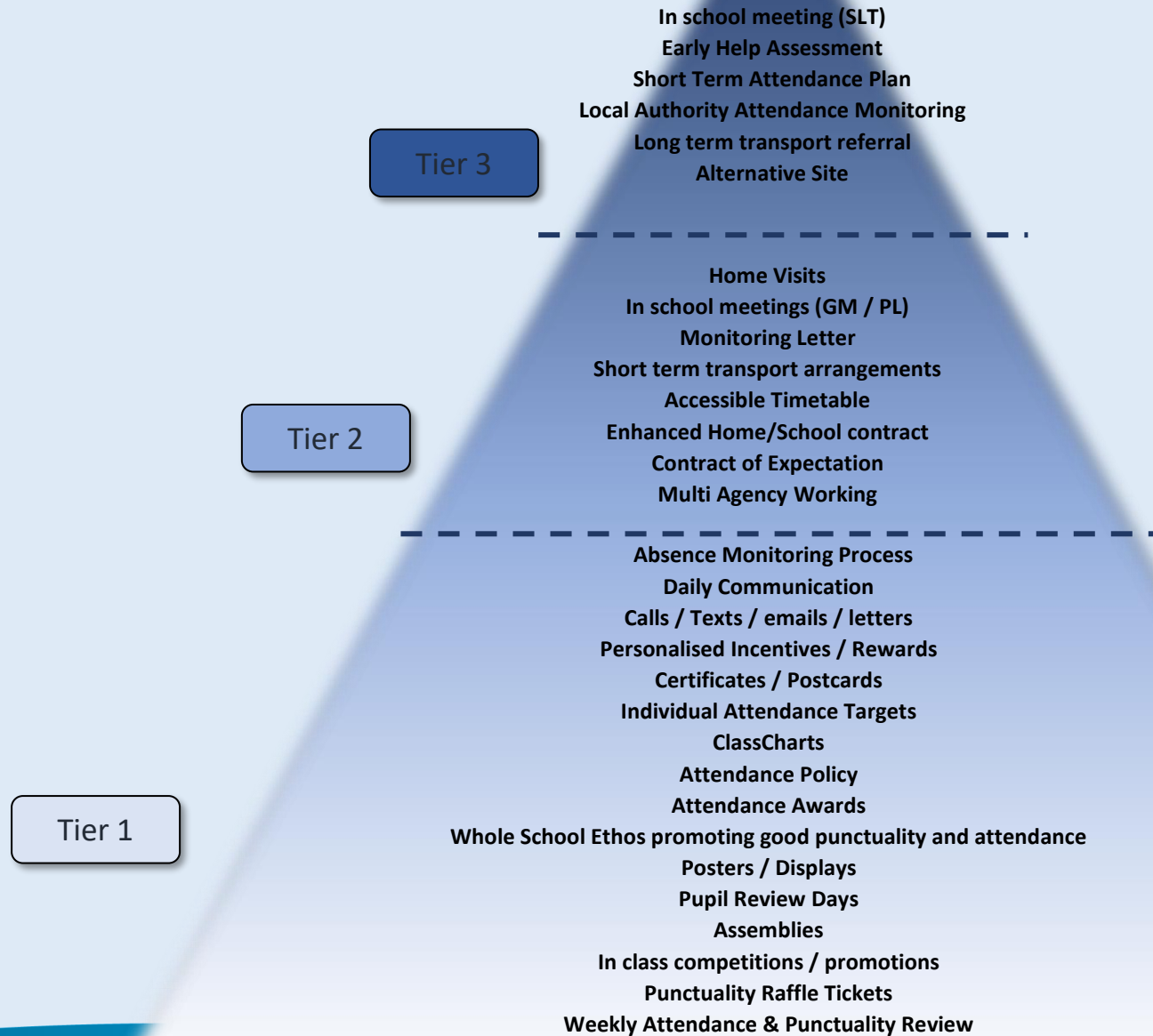
Appendix 3: Individual Attendance Target Monitoring Chart

Week	Green – Achieved (Met / Exceeded Target)	Amber – Partially Achieved (Within 10%)	Red – Not Achieved (Below 10%)
Week 1	Points bonus allocated by base class staff		Phone call to advise parent target has not been achieved. Followed up with generic T2P text – Sent from system for our records.
Week 2	Points bonus allocated by base class staff	Base Class staff discussions during review.	Attendance Meeting with Guidance Manager Contact made to confirm attendance meeting the following week. Invite other professionals i.e. family partner, social worker etc
Week 3	Points bonus allocated by base class staff	Guidance Manager Meeting with Pupil	Fails to attend first attendance Meeting. Send letter confirming new date after not attending. First Attendance Meeting takes place and no improvement. Arrange next meeting with SLT Support and other professionals including mainstream school if applicable.
Week 4	Points bonus allocated by base class staff	Phone call to advise parent target has not been achieved. Followed up with generic T2P text – Sent from system for our records.	Fails to attend second attendance Meeting. Send letter confirming appointment has been missed and that school will be referring to the local authority. Second Attendance Meeting takes place and no improvement. Arrange next meeting with SLT Support and other professionals including mainstream school if applicable.
Week 5	Points allocated by base class staff	Attendance Meeting with Guidance Manager Contact made to confirm attendance meeting the following week. Invite other professionals i.e. family partner, social worker etc	Fails to attend 3 rd attendance Meeting with local authority. Send letter confirming appointment has been missed and that school will be referring to the local authority.
Week 6	Points bonus allocated by base class staff		
End of Term	<ul style="list-style-type: none"> Letter congratulating pupil for achieving attendance target. Post card Bonus Class Charts Points 		Letter confirming pupil has not achieved attendance target, advising attendance will be monitored after the holidays and attendance and placement team will be notified.

Appendix 4 – Attendance and Punctuality Points Breakdown

Motivational Monday Bonus	<i>Present marks for both am and om sessions on a Monday</i>		10 Points
Punctuality	<i>Arrival in school before 9.15am</i>		1 Point
100% Daily Attendance	<i>Present marks for both am and pm sessions in a day</i>		5 Points
100% Weekly Attendance	<i>Present marks for all sessions Monday to Friday</i>		10 Points
Attendance Target	<i>Meeting or exceeding your weekly attendance target</i>		10 Points
Points Available			
Day 6	Week 60	Half Term 360	Full Term 780

Appendix 5 - Attendance and Punctuality Interventions



Appendix 6 - Attendance and Punctuality Contract

Attendance and Punctuality Contract	
<p>At Moorbridge, we believe that excellent attendance is essential to a child's success at school. The aim of the contract is to:</p> <p>Ensure that parents/carers and their children are clear about the expectations for attendance at Moorbridge. Ensure that parents/carers are clear that Moorbridge takes attendance seriously and will use the full support system, up to and including fixed penalty notices, to ensure that pupils attend at an appropriate level.</p>	
Parents / Carers	
Statement	Please tick to state that you have read and understood this information and agree to abide by this
<i>I will ensure that my/our child always arrives to school on time</i>	<input type="checkbox"/>
<i>I will ensure that my/our child achieves their personal attendance target</i>	<input type="checkbox"/>
<i>I will ensure that my/our child attends all timetabled periods when present in school</i>	<input type="checkbox"/>
<i>I HAVE READ AND UNDERSTOOD THE ATTENDANCE AND PUNCTUALITY AGREEMENT AND WILL ABIDE BY THE CONDITIONS OF THE AGREEMENT</i>	<input type="checkbox"/>
Pupil	
<i>I will ensure that I always arrive to school on time</i>	<input type="checkbox"/>
<i>I will ensure that I achieve my personal attendance target</i>	<input type="checkbox"/>
<i>I will ensure that I attend all timetabled periods when present in school</i>	<input type="checkbox"/>
<i>I HAVE READ AND UNDERSTOOD THE ATTENDANCE AND PUNCTUALITY CONTRACT AND WILL ABIDE BY THESE CONDITIONS</i>	<input type="checkbox"/>

Appendix 7 – Reduced Timetable Risk Assessment

Reduced Timetable Risk Assessment

Where reduced timetables are considered, Moorbridge will assess all risks associated with a part time school offer. The assessment should be completed referring to behaviours displayed within the last 12 months

Known Risk	Never	Occasionally	Frequently
<i>Is reliant on a school dinner for main meal of day</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Known to experience 'sleep reversal' when lacking daily routine</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Known to have engaged in self-harm</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Known involvement in substance misuse that poses risk to health and well-being but not fatal (cannabis)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Known involvement in substance misuse that has documented fatal risk ('legal highs', alcohol, Class A drugs)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Known involvement in antisocial behaviour within neighbourhood ('pranking', shoplifting)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Reported domestic violence in the household (Operation Encompass)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Known involvement in unhealthy relationship with another peer that poses risk to health and well-being but not fatal.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Known to be involved in 'missing from home' incidents.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Known involvement in potentially injurious / fatal antisocial behaviour (CSE, OCG involvement, vehicle crime, knife crime).</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Actions to mitigate risk			