



ATTENDANCE POLICY

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1. AIMS

At St Piran's School, we want the whole School community – governors, staff, parents and pupils - to be committed to high standards of attendance and punctuality.

As a School, we set attendance targets to build on the previous year and consistently promote the importance of good attendance. We aim to reduce persistent absence, so that all pupils are assisted in reaching their potential. Regular analysis of pupil attendance is undertaken and involves analysis of all groups of pupils, for example girls/boys, EAL/Non EAL, SEN/ Non-SEN.

Good attendance helps the children at St Piran's to maximise their learning and enables all pupils to take full advantage of the educational opportunities available. Every day a child is not in School, will impact on the overall attendance percentage for the whole School. Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less both in preparatory and senior School.

This policy will support us all to achieve high levels of attendance and punctuality.

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

- Promoting good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence

- Building strong relationships with families to ensure pupils have the support in place to attend School
- We will also promote and support punctuality in attending lessons.

2. LEGISLATION AND GUIDANCE

This policy meets the requirements of the 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)

It also refers to:

- School census guidance
- Keeping Children Safe in Education
- Mental health issues affecting a pupil's attendance: guidance for Schools

3. ROLES AND RESPONSIBILITIES

3.1 The governing board

The governing board is responsible for:

- The governing board is responsible for:
- Setting high expectations of all school leaders, staff, pupils and parents/carers
- Making sure school leaders fulfil expectations and statutory duties, including:
- Making sure the school records attendance accurately in the register, and shares the required information with the DfE and local authority
- Making sure the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific pupils, where appropriate
- Recognising and promoting the importance of school attendance across the school's policies and ethos
- Making sure the school's attendance management processes are delivered effectively, and that consistent support is provided for pupils who need it most by prioritising staff and resources
- Making sure the school has high aspirations for all pupils, but adapts processes and support to pupils' individual needs
- Regularly reviewing and challenging attendance data -as part of the Education Committee - and helping school leaders focus improvement efforts on individual pupils or cohorts who need it most
- Working with school leaders to set goals or areas of focus for attendance and providing support and challenge
- Monitoring attendance figures for the whole school and repeatedly evaluating the effectiveness of the school's processes and improvement efforts to make sure they are meeting pupils' needs
- Where the school is struggling with attendance, working with school leaders to develop a comprehensive action plan to improve attendance
- Making sure all staff receive adequate training on attendance as part of the regular continued professional development offer, so that staff understand:
- The importance of good attendance
- That absence is almost always a symptom of wider issues
- The school's legal requirements for keeping registers
- The school's strategies and procedures for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific pupils, where appropriate

- Making sure dedicated training is provided to staff with a specific attendance function in their role, including in interpreting and analysing attendance data
- Holding the Headmaster to account for the implementation of this policy

3.2 The Headmaster

The Headmaster is responsible for:

- The implementation of this policy at St. Piran's
- Monitoring school-level absence data and reporting it to governors, particularly at the Education Committee
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Working with the parents/carers of pupils with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for pupils with SEND, including where pupils with SEND face in-school barriers
- Communicating with the local authority when a pupil with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the pupil's needs
- Communicating the school's high expectations for attendance and punctuality regularly to pupils and parents/carers through all available channels
- Sharing information from the school register with the local authority, including:
- Notifying the local authority when a pupil's name is added to or deleted from the school admission register outside of standard transition times
- Providing the local authority with the details of pupils who fail to attend school regularly, or who have been marked with an unauthorised absence for a continuous period of 10 school days
- Providing the local authority with the details of pupils who the school believes will miss 15 days consecutively or cumulatively because of sickness

3.3 The designated senior leader responsible for attendance

The designated senior leader (also known as the senior attendance champion) is responsible for:

- Leading, championing and improving attendance across the School
- Setting a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having a strong grasp of absence data and over sight of data analysis
- Regularly monitoring and evaluating progress in attendance
- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff
- Liaising with pupils, parents/carers and external agencies (such as the EWO), where required
- Devising specific strategies to address areas of poor attendance identified through data
- Building close and productive relationships with parents/carers to discuss and tackle attendance issues
- Creating intervention reintegration plans in partnership with pupils and their parents/carers
- Delivering targeted intervention and support to pupils and families

The designated senior leader responsible for attendance and our attendance champion is Camilla Earp and can be contacted on 01628 594314 or via email at c.earp@stpirans.co.uk

3.4 The attendance officers

The School attendance officers are responsible for:

- Providing regular attendance reports to School staff and reporting concerns about attendance to the designated senior leader responsible for attendance (our attendance champion) and the Headmaster
- Benchmarking attendance data to identify areas of focus for improvement

The attendance officer is Nikki Maine and they are supported by our school nurses. They can all be contacted via 01628 594311 or n.maine@stpirans.co.uk and matron@stpirans.co.uk

3.5 Teaching staff

Teaching staff are responsible for encouraging and promoting school attendance through fostering positive and nurturing relations with the pupils. In addition, they are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information on iSAMS at the same time each day. Morning registration for clubs opens at 07:45 and closes at 08:15. Form registration commences at 08:15 and closes at 08:45. Pupils are expected to arrive by 08:30 and for those arriving late between 08:30 and 08:45, they will be marked with a 'L' code. Those arriving after 08:45 will be marked with a 'U' until an established reason for absence is obtained via our school nurses.

Afternoon registration should be completed by 12:35 for EYFS, 13:10 for Years 1 & 2, and by 14:10 for Years 3 & 4 (except on a Wednesday when they need to be registered by 14:50). For Years 5 and 6, afternoon registration needs to be completed by 14:50 each day, except on a Wednesday when they have fixtures and registrations are completed by 14:10. Afternoon registrations are open for a maximum of 25 minutes, which coincides with form time.

3.6 School Nurses

Our School nurses will:

- Take calls from parents/carers about absence on a day-to-day basis and record it on the School system

Help to facilitate further support for parents/carers if they require more detailed support on attendance

3.7 Parents/carers

Where this policy refers to a parent, it refers to the adult the school and/or local authority decides is most appropriate to work with, including:

- All natural parents, whether they are married or not
- All those who have parental responsibility for a child or young person
- Those who have day-to-day responsibility for the child (i.e. lives with and looks after them)

Parents are expected to:

- Make sure their child attends every day on time
- Call the school to report their child's absence before 9am on the day of the absence (and advise when they are expected to return).
- Provide the school with more than one emergency contact number for their child and advise of any change.
- Ensure that, where possible, appointments for their child are made outside of the school day
- Ensure that School are informed of any changes of contact details

3.8 Pupils

Pupils are expected to:

- Attend School every day and on time, or in the case of EYFS pupils, attend timetabled sessions promptly and consistently.
- Be ready to learn
- Not leave the School without permission
- Hand any note/communications giving reasons for absence to the School nurses

4. RECORDING ATTENDANCE

4.1 Attendance register

We keep an attendance register on iSAMS, our MIS, and place all pupils onto this register.

We will take our attendance register at the start of the first session of each School day and once during the second session.

It will mark, based upon the appropriate national attendance and absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024 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 St. Piran's attendance codes.

We will also record:

- For the pupils of compulsory school age, 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 three years after the date on which the entry was made.

Pupils must arrive in School by 08:30 (Y1 to 6) and 08:45 (EYFS) on each School day.

The register for the first session will be taken from 08:15 and will be kept open until 08:45. The register for the second session will be taken from:

- 12:35 to 12:50 (EYFS)
- 13:10 to 13:30 (Y1 & 2)
- 13:45 to 14:10 (Y3 & 4) (Y5 & 6 on Wed)
- 14:25 to 14:50 (Y5&6) (Y3&4 on Wed)

4.2 Unplanned absence

The pupil's parent/carer must notify the School of the reason for the absence on the first day of an unplanned absence by 09:00 or as soon as practically possible by calling the School nurses (see also section 7).

Wherever possible the School's prior consent should be sought for absence from the School.

We will mark absence due to physical or mental illness as authorised unless the School has a genuine concern about the authenticity of the illness.

Where the absence is longer than 5 days or there are doubts about the authenticity of the illness, the School will ask for medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. 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.

4.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the School in advance of the appointment. Medical appointment requests must be made by contacting the School nurses for authorisation, copying in the relevant Form Teachers where possible.

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.

Other types of absence requests during term time can be made by parents/carers, through contacting the Headmaster and his PA. Requests should be made as far in advance as possible of the requested absence and it is the Headmaster's discretion as to whether they will be authorised. Go to section 5 to find out which term-time absences the School can authorise.

4.4 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
- Where a pupil or family have been identified as having ongoing punctuality issues, concerns will be raised and discussed at the weekly Safeguarding meeting and followed up by appropriate staff such as School nurses, the DSL and the Form Teachers.
- Parents/carers will be invited in to discuss punctuality and offered necessary support and intervention, as and when required.
- Support may include but not be limited to: Early Help, ERSA programme, Mental Health First Aid, bespoke pastoral plan.

4.5 Following up unexplained absence

Where any pupil we expect to attend School does not attend, or stops attending, without reason, the School will:

- Call the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the School cannot reach any of the pupil's emergency contacts, the School may insert measures, e.g. contact social services, police
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than five working days after the session
- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the School will consider involving an education welfare officer.
- Where appropriate, offer support to the pupil and/or their parents to improve attendance
- Identify whether the pupil needs support from wider partners, as quickly as possible, and make the necessary referrals
- Where support is not appropriate, not successful, or not engaged with, details of next steps can be found in section 5.2 below

4.6 Reporting to parents/carers

The School will regularly inform parents/carers about their child's attendance and absence levels via -termly written reports on iSAMS.

5. AUTHORISED AND UNAUTHORISED ABSENCE

5.1 Approval for term-time absence

The Headmaster 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 Headmaster's discretion, including the length of time the pupil is authorised to be absent for.

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

Any request should be submitted in writing (including via email) as soon as it is anticipated and, where possible, at least 2 weeks before the absence. The Headmaster may require evidence to support any request for leave of absence.

Valid reasons for **authorised absence** include:

- Illness (including mental illness) and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents/carers belong. If necessary, the School will seek advice from the parents'/carers' religious body to confirm whether the day is set apart
- Parent(s) travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travelers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travelers. Absence may be authorised only when a traveler family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision
- If the pupil is currently suspended or excluded from school (and no alternative provision has been made)

Other possible 'exceptional circumstances' where the Headmaster may grant term-time absence include:

- Extended or exceptional study/learning enrichment opportunities
- Flexi-Schooling requests
- Attending another school at which the pupil is also registered (dual registration)
- Attending provision arranged by the local authority
- Attending work experience
- If there is any other unavoidable cause for the pupil not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the school premises are closed

5.2 Legal sanctions

Where parents do not engage and show a commitment to their child(ren)'s attendance at the School, the Headmaster and governors reserve the right to withdraw a place at the School based on breach of contract. Where pupils are under School age and do not attend regularly on specific sessions, the School reserves the right to offer these to other pupils.

6. STRATEGIES FOR PROMOTING ATTENDANCE

St Piran's has high expectations for all within its community and promotes the core values of respect, kindness and inclusion amongst staff, pupils and families. It is our duty of care to understand and promote regular attendance at School and absence is considered a potential safeguarding risk. The School expects good attendance and punctuality from all members of the School community. Continuity and positive School attendance promote higher levels of attainment, wellbeing and wider outcomes. Where a pupil/family have struggled with attendance and/or punctuality and received support leading to a positive outcome, they will be encouraged and continually supported by the staff team involved.

7. SUPPORTING PUPILS WHO ARE ABSENT OR RETURNING TO SCHOOL

At St. Piran's we strive for all pupils to feel safe, happy and included at school. In instances where pupils have been absent due to complex barriers to attendance, mental/physical ill health or SEND, or are returning after a lengthy/unavoidable period of absence, the DSL (senior attendance champion) will work with the appropriate St. Piran's staff in order to create a personalised return to school plan. This may include referring to the LA's ERSAs resources or seeking out the support of the school's EWO.

Where a pupil has an education health and care (EHC) plan and their attendance falls, or the school becomes aware of barriers to attendance that related to the pupil's needs, the school will inform the local authority.

8. ATTENDANCE MONITORING

8.1 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 and these will be discussed in the weekly Safeguarding and Wellbeing meetings.

8.2 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
- Identify pupils whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence
- Conduct thorough analysis of half-termly, termly, and full-year data to identify patterns and trends
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

8.3 Using data to improve attendance

The School will:

- Develop targeted actions to address patterns of absence (of all severities) of individual pupils, groups or cohorts that it has identified via data analysis
- Provide targeted support to the pupils it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severed absence, and their families (see section 8.4 below)
- Provide attendance reports to class teachers/Heads of Year, where necessary, to facilitate discussions with pupils and families, and to the governing board and school leaders (including special educational needs co-ordinators, designated safeguarding leads and pupil premium leads)
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies
- Share information and work collaboratively with other schools in the area, local authorities and other partners where a pupil's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific pupils, where appropriate

8.4 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
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:
- Discuss attendance and engagement at school

- Listen, and understand barriers to attendance
- Explain the help that is available
- Explain the potential consequences of, and sanctions for, persistent and severe absence
- Review any existing actions or interventions

Provide access to wider support services both on and off site to remove the barriers to attendance Seek support and advice from the EWO attendance team at Achieving for Children

- Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these pupils. In doing so, the school will sensitively consider some of the reasons for absence.
- Implement sanctions, where necessary (see above)

9. MONITORING ARRANGEMENTS

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum annually by Camilla Earp DSL and Seb Sales, Headmaster. At every review, the policy will be approved by the Education Committee of the Full Governing Body.

10. LINKS WITH OTHER POLICIES

This policy links to the following policies:

- Child Protection and Safeguarding policy
- Behaviour, Rewards and Sanctions policy

Reviewed By: Headmaster & Designated Safeguarding Lead
Review Date: 7 November 2025
Next Review Date: September 2026

Appendix 1: attendance codes

The following codes are taken from the DfE's guidance on School attendance.

| Code | Definition | Scenario |
|--|---|--|
| / | Present (am) | Pupil is present at morning registration |
| \ | Present (pm) | Pupil is present at afternoon registration |
| L | Late arrival | Pupil arrives late before register has closed |
| Attending a place other than the school | | |
| K | Attending education provision arranged by the local authority | Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority |
| V | Educational trip or visit | Pupil is on an educational visit/trip organised, or approved, by the School |
| P | Participating in a sporting activity | Pupil is participating in a supervised sporting activity approved by the School |
| W | Attending work experience | Pupil is on an approved work experience placement |
| B | Attending any other approved off-site educational activity | Pupil is at a supervised off-site educational activity approved by the School (not sport or work experience) |
| D | Dual registered | Pupil is attending a session at another setting where they are also registered |
| Absent - leave of absence | | |
| C1 | Participating in a regulated performance or undertaking regulated employment abroad | Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school |
| M | Medical/dental appointment | Pupil is at a medical or dental appointment |
| J1 | Interview | Pupil has an interview or assessment day with another School |
| S | Study leave | Pupil has been granted leave of absence to study for a public examination |

| | | |
|--|---|---|
| X | Not required to be in school | Pupil of non-compulsory school age is not required to attend |
| C2 | Part-time timetable | Pupil is not in school due to having a part-time timetable |
| C | Exceptional circumstances | Pupil has been granted a leave of absence due to exceptional circumstances |
| Authorised absence – other reasons | | |
| T | Parent travelling for occupational purposes | Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes |
| R | Religious observance | Pupil is taking part in a day of religious observance |
| I | Illness (not medical or dental appointment) | Pupil is unable to attend due to illness (either related to physical or mental health) |
| E | Suspended or excluded | Pupil has been suspended or excluded from school and no alternative provision has been made |
| Absent – unable to attend school because of unavoidable cause | | |
| Q | Lack of access arrangements | Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school |
| Y1 | Transport not available | Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available |
| Y2 | Widespread disruption to travel | Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency |
| Y3 | Part of school premises closed | Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open |
| Y4 | Whole school site unexpectedly closed | Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather) |
| Y5 | Criminal justice detention | Pupil is unable to attend as they are: <ul style="list-style-type: none"> • In police detention • Remanded to youth detention, awaiting trial or sentencing, or • Detained under a sentence of detention |
| Y6 | Public health guidance or law | Pupil's travel to or attendance at the school would be prohibited under public health guidance or law |

| | | |
|---|--|---|
| Y7 | Any other unavoidable cause | To be used where an unavoidable cause is not covered by the other codes |
| Absent – unauthorised absence | | |
| G | Holiday not granted by the school | Pupil is absent for the purpose of a holiday, not approved by the school |
| N | Reason for absence not yet established | Reason for absence has not been established before the register closes |
| O | Absent in other or unknown circumstances | No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence |
| U | Arrived in school after registration closed | Pupil has arrived late, after the register has closed but before the end of session |
| Administrative codes | | |
| * | Not required to be in school | Pupils |
| Y | Unable to attend due to exceptional circumstances/enforced closure | School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody |
| 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 |
| NB at St. Piran's code 'X' has previously been used to highlight absence due to COVID. | | |