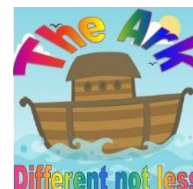


CHRIST the KING



CATHOLIC PRIMARY SCHOOL and NURSERY

with THE ARK, a SPECIALIST RESOURCE

Loving, learning, growing together as Christ's family"

Attendance and Absence Policy September 2025

Policy owner	Diocese/HT/Bursar/FGB
Approval level:	FGB
Date of next review	September 2026
Review cycle	Annually
Type of Policy:	Statutory
Statutory Guidance	

Statement of intent

Christ the King believes that to facilitate teaching and learning, good attendance is essential. Pupils cannot achieve their full potential if they do not regularly attend school.

We understand that barriers to attendance are complex, and that some pupils find it harder than others to attend school; therefore, we will continue to prioritise cultivating a safe and supportive environment at school, as well as strong and trusting relationships with pupils and parents.

We take a whole-school approach to securing good attendance and recognise the impact that our efforts in other areas – such as the curriculum, behaviour standards, bullying, SEND support, pastoral support, and the effective use of resources such as pupil premium – can have on improving pupil attendance.

We are committed to:

- Promoting and modelling high attendance and its benefits.
- Ensuring equality and fairness for all.
- Ensuring this attendance policy is clear and easily understood by staff, pupils and parents.
- Intervening early and working with other agencies to ensure the health and safety of our pupils.
- Building strong relationships with families to overcome barriers to attendance.
- Working collaboratively with other schools in the area, as well as other agencies.
- Ensuring parents follow the framework set in section 7 of the Education Act 1996, which states that the parent of every child of compulsory school age shall cause them to receive efficient full-time education suitable to their age, ability and aptitude, and to any SEND they may have, either by regular attendance at school or otherwise.
- Ensuring our attendance policy is clear and easily understood by all staff, parents and pupils.
- Regularly monitoring and analysing attendance and absence data to identify pupils or cohorts that require more support.

The School's Senior Attendance Champion is Mrs Vanessa Bingham. The school's attendance champion is Miss Alexis King and can be contacted via familyworker@christtheking.reading.sch.uk. Staff, parents and pupils will be expected to contact the attendance officer for queries or concerns about attendance.

Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Education Act 1996
- Equality Act 2010
- The Education (Pupil Registration) (England) Regulations 2006 (As amended)
- The Children (Performances and Activities) (England) Regulations 2014
- Children and Young Persons Act 1963
- DfE (2024) 'Working together to improve school attendance'
- DfE (2025) 'Keeping children safe in education 2025'
- DfE (2025) 'Children missing education'
- DfE (2024) 'Providing remote education'

This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- Child Missing in Education Policy
- Complaints Policy
- Behaviour Policy
- Supporting Pupils with Medical Conditions Policy
- SEND Policy

Roles and responsibilities

The governing board has overall responsibility for:

- Setting high expectations of all school leaders, staff, pupils and parents
- Monitoring the implementation of this policy and all relevant procedures across the school.
- Recognising and promoting the importance of good attendance through the school's ethos and policies.
- Making sure all staff receive adequate training in 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

- Working with the SLT to set goals for attendance and providing support and challenge around delivery against those goals.
- Regularly reviewing attendance data and repeatedly evaluating the effectiveness of the processes and improvement efforts to make sure they are meeting pupils needs
- Ensuring that this policy, as written, does not discriminate on any grounds, including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Making sure the attendance management processes are delivered effectively, and that consistent support is provided for pupils who need it most by prioritising staff and resources
- Handling complaints regarding this policy as outlined in the school's Complaints Policy.
- Having regard to 'Keeping children safe in education' when planning to safeguard and promote the welfare of children.
- Ensuring there is a Children Missing Education Policy in place and this is regularly reviewed and updated.
- Holding the headteacher to account for the implementation of this policy.

The headteacher is responsible for:

- The day-to-day implementation and management of this policy and all relevant procedures across the school.
- Appointing a member of staff to the attendance champion.
- Ensuring all parents are aware of the school's attendance expectations and procedures.
- Ensuring that every pupil has access to full-time education and will act as early as possible to address patterns of absence.
- Monitoring the impact of any implemented attendance strategies
- Monitoring absence data and reporting it to governors

Staff are responsible for:

- Following this policy and ensuring pupils do so too.
- Ensuring this policy is implemented fairly and consistently.
- Modelling good attendance behaviour.
- Using their professional judgement and knowledge of individual pupils to inform decisions as to whether any welfare concerns should be escalated.
- Where designated, taking the attendance register at the relevant times during the school day and submitting this information to the school office by 9:00am and 1:40pm.

School admin/office staff are responsible for:

- Taking calls from parents about absence on a day-to-day basis and record it on the school system and letting the Attendance Champion know
- Transferring calls from parents to the designated attendance lead or a DSL where appropriate, to provide them with more detailed support on attendance
- Sending a text to parents after 9:30am if a child is absent a reason has not been provided
- Providing the attendance data to the headteacher when requested
- Informing the LA of any pupil being deleted off rolled from the admission and attendance registers.

The attendance champion is responsible for:

- The overall strategic approach to attendance in school.
- Developing a clear vision for improving and maintaining attendance.
- Creating intervention or reintegration plans in partnership with pupils and their parents.
- Monitoring attendance and the impact of interventions.
- Analysing attendance data and identifying areas of intervention and improvement.
- Communicating with pupils and parents about attendance.
- Following up on incidents of persistent poor attendance.
- Liaising with pupils, parents and external agencies, where needed
- Issuing fixed-penalty notices, where necessary
- Working with Attendance Support Team (AST) to tackle persistent absence
- Providing regular attendance updates to school staff and reporting concerns about attendance to the headteacher and governors

Pupils are responsible for:

- Attending their lessons and any agreed activities when at school.
- Arriving punctually at lessons when at school.

Parents:

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 responsible for:

- Providing accurate and up-to-date contact details.
- Providing the school with more than one emergency contact number.
- Updating the school if their details change.
- Make sure their child attends every day on time.
- Call the school to report their child's absence before 8:50am on the day of the absence and advise when they expect to return.
- Ensure that, where possible, appointments for their children are made outside of the school day
- Seek support, where necessary, to maintain good attendance, by contacting the Attendance Champion (Alexis King)

Definitions

The following definitions apply for the purposes of this policy:

Absence:

- Arrival at school after the register has closed
- Not attending school for any reason

Authorised absence:

- An absence for sickness for which the school has granted leave
- Medical or dental appointments which unavoidably fall during school time, for which the school has granted leave
- Religious or cultural observances for which the school has granted leave
- An absence due to a family emergency

Unauthorised absence:

- Parents keeping children off school unnecessarily or without reason
- Truancy before or during the school day
- Absences which have never been properly explained
- Arrival at school after the register has closed at 9:10am
- Absence due to shopping, looking after other children or birthdays
- Absence due to day trips and holidays in term-time (unless authorised by the Headteacher in exceptional circumstances)

- Leaving school for no reason during the day

Persistent absence (PA):

- Missing 9 percent or more of schooling across the year for any reason

Attendance expectations

The school has high expectations for pupils' attendance and punctuality and ensures that these expectations are communicated regularly to parents and pupils.

Pupils will be expected to attend school punctually every day they are required to be at school, for the full day.

- The register for the first session will be taken at 8:50am for all year groups, including Nursery. It will be kept open until 9:00am.
- The register for the second session will be taken at 1:10pm for Reception and KS1, and 1:40pm for KS2.
- Children who arrive between 8:50 – 9:00am, will be recorded as late (L)
- Children who arrive after 9:10am will be recorded as, arrived after registration closed (U), unless it is an approved authorised absence

Absence procedures

Parents will be required to contact the school office via telephone before 8.50am on the first day of their child's absence – they will be expected to provide an explanation for the absence and an estimation of how long the absence will last, e.g. one school day.

Where a pupil is absent, and their parents have not contacted the school by 9.30am to report the absence, administrative staff will contact the parent by text.

The school will always follow up any absences to:

- Ascertain the reason for the absence.
- Ensure the proper safeguarding action is being taken.
- Identify whether the absence is authorised or not.
- Identify the correct code to use to enter the data onto the school census system.

Following up unexplained absence

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

- Text or call the pupil's parent on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupils' emergency contacts, the school may leave a voicemail or send an email to encourage the parent to make contact with school.

- 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(s) for which the pupil was absent
- Contact (via phone or email) the parent on each day that the absence continues without explanation, to make sure proper safeguarding action is taken where necessary.
- If no contact from the parent has been made after 3 days, the school will conduct a home visit. If there is then still no contact, the school will contact the police and the Attendance Support Team.
- 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 issue a notice to improve, penalty notice or other legal intervention, as appropriate

The school will not request medical evidence in most circumstances where a pupil is absent due to illness; however, the school reserves the right to request supporting evidence where pupil attendance is below 91% or there is genuine and reasonable doubt about the authenticity of the illness.

If a pupil's attendance drops below 93% the attendance champion will initially send out a letter informing parents of the absences and that their child's absences will be monitored over the following month. If there is not an improvement or the absence falls below 91%, a formal meeting will be arranged.

In the case of Persistent absence, letters will be sent and if there is no improvement then arrangements will be made for parents to speak to the attendance champion. The school will inform the LA, on a termly basis, of the details of pupils who fail to attend regularly, or who have missed 10 school days or more without authorisation.

Where a pupil has not returned to school for 10 days after an authorised absence or is absent from school without authorisation for 20 consecutive school days, the school will remove the pupil from the admissions register if the school and the LA have failed to establish the whereabouts of the pupil after making reasonable enquiries.

Attendance register

The school systems keep attendance registers electronically through Arbor to ensure they are as accurate as possible and can be easily analysed and shared with the appropriate authorities.

Pupils who are absent from school but are receiving remote education for any reason will be marked as absent in the register.

Designated staff members will take the paper attendance register at the start of the school day. This register will record whether pupils are:

- Present.
- Absent.
- Attending an approved educational visit.
- Unable to attend due to exceptional circumstances.

The school will use the national attendance codes to ensure attendance and absence are monitored and recorded in a consistent way. The following codes will be used:

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
Attending a place other than the school		
K	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Attending work experience	Pupil is on an approved work experience placement
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or

		work experience
D	Dual registered	Pupil is attending a session at another setting where they are also registered
Absence – leave of absence		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Pupil is at a medical or dental appointment
J1	Interview	Pupil has an interview with a prospective employer/educational establishment
S	Study leave	Pupil has been granted leave of absence to study for a public examination
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
C2	Part-time timetable	Pupil is not in school due to having a part-time timetable
C	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
Absent – other authorised reasons		
T	Parent travelling for occupational purposes	Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)

E	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
Absent – unable to attend school because of unavoidable cause		
Q	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole school site unexpectedly 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: • In police detention • Remanded to youth detention, awaiting trial or sentencing, or • Detained under a sentence of detention
Y6	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes

Absent – unauthorised absence		
G	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes
O	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
U	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
Administrative codes		
Z	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays

Every entry received into the attendance register will be preserved for three years.

Authorising parental absence requests

Parents will be required to request certain types of absence in advance. All requests for absence will be handled by the administrative staff and sent to the Headteacher for consideration – the decision to grant or refuse the request will be at the sole discretion of the headteacher, taking the best interests of the pupil and the impact on the pupil's education into account. The headteacher's decision is not subject to appeal; however, the school will be sympathetic to requests for absence by parents.

Leave of absence

The school will only grant a pupil a leave of absence in exceptional circumstances. In order to have requests for a leave of absence considered, the school will expect parents to contact the Headteacher in writing at least two weeks prior to the proposed start date of the leave of absence, providing the reason for the proposed absence and the dates during which the absence would be expected to occur.

Any requests for leave during term time will be considered on an individual basis and the pupil's previous attendance record will be considered. Where the absence is granted, the headteacher will determine the length of time that the pupil can be away from school. The school is not likely to grant leaves of absence for the purposes of family holidays.

Requests for leave will not be granted in the following circumstances:

- Immediately before and during statutory assessment periods
- When a pupil's attendance record shows any unauthorised absence
- Where a pupil's authorised absence record is already above 10 percent for any reason
- Holidays during term time will not be authorised unless there are exceptional circumstances. Parents will fill in a ~~holiday request~~ **leave of absence** form at least two weeks prior to the holiday.

If term-time leave is not granted, taking a pupil out of school will be recorded as an unauthorised absence and may result in sanctions, such as a penalty notice. The school cannot grant leaves of absence retrospectively; therefore, any absences that were not approved by the school in advance will be marked as unauthorised.

Illness and healthcare appointments

Parents will be expected to make medical or dental appointments outside of school hours wherever possible. Where this is not possible, parents will be expected to obtain approval for their child's absence to attend such appointments as far in advance as is practicable. Parents will be responsible for ensuring their child misses only the amount of time necessary to attend the appointment.

Performances and activities, including paid work

The school will ensure that all pupils engaging in performances or activities, whether they receive payment or not, which require them to be absent from school, understand that they will be required to obtain a license from the LA which authorises the school's absence(s).

Additional arrangements will be made by the school for pupils engaging in performances or activities that require them to be absent from school to ensure they do not fall behind in their education – this may involve private teaching. These arrangements will be approved by the LA who will ensure that the arrangements are suitable for the pupil.

The pupil will receive education that, when taken together over the term of the licence, amounts to a minimum of three hours per day that the pupil would be required to attend a school maintained by the LA issuing the license. This requirement will be met by ensuring a pupil receives an education:

- For not less than six hours a week; and
- During each complete period of four weeks (or if there is a period of less than four weeks, then during that period), for periods of time not less than three hours a day; and

- On days where the pupil would be required to attend school if they were attending a school maintained by the LA; and
- For not more than five hours on any such day.

Where a license has been granted by the LA and it specifies dates of absence, no further authorisation will be needed from the school. Where an application does not specify dates, and it has been approved by the LA, it is at the discretion of the headteacher to authorise the leave of absence for each day. The headteacher will not authorise any absences which would mean that a pupil's attendance would fall below 94% Where a license has not been obtained, the headteacher will not authorise any absence for a performance or activity.

Religious observance

Parents will be expected to request absence for religious observance at least two weeks in advance, apart from Eid.

The school will only accept requests from parents for absence on grounds of religious observance for days that are exclusively set apart for religious observance by the relevant religious body. The school will define this as a day where the pupil's parents would be expected by an established religious body to stay away from their employment to mark the occasion. All Catholic Holy days will be observed by the school.

The school may seek advice from the religious body in question where there is doubt over the request.

Gypsy, Roma and Traveller absence

Where a pupil's parent belongs to a community covered by this code and is travelling for occupational purposes, the parent will be expected to request a leave of absence for their child at least two weeks in advance. Absences will not be granted for pupils from these communities under this code for reasons other than travel for occupational purposes.

SEND- and health-related absences

The school recognises that pupils with SEND and/or health conditions, including mental health issues, may face greater barriers to attendance than their peers, and will incorporate robust procedures to support pupils who find attending school difficult.

In line with the SEND Policy and ~~Supporting Pupils with Medical Conditions Policy~~, the school will ensure that reasonable adjustments are made for disabled pupils to reduce barriers to attendance, in line with any Education, Health and Care Plans (EHCPs), Individual Education Plans (IEPs) or Medical Plans that have been implemented. The school will secure additional support from external partners to help bolster attendance where appropriate.

Where the school/~~parent~~ has concerns that a pupil's non-attendance may be related to mental health issues, a meeting will be arranged to discuss the issue and whether there are any contributory factors to their child's lack of attendance. Where staff have a mental health concern about a pupil that is also a safeguarding concern, they will inform the DSL and the Child Protection and Safeguarding Policy will be followed.

If a pupil is unable to attend school for long periods of time due to their health, the school will:

- Inform the LA if a pupil is likely to be away from the school for more than 15 school days.
- Provide the LA with information about the pupil's needs, capabilities and programme of work.
- Help the pupil reintegrate at school when they return.
- Make sure the pupil is kept informed about school events and clubs.
- Encourage the pupil to stay in contact with other pupils during their absence.

The school will incorporate an action plan to help any pupils with SEND and/or health issues cope with the stress and anxiety that attending school may cause them. Such plans will be regularly monitored and reviewed until the pupil is attending school as normal and there has been signs of significant improvement.

To support the attendance of pupils with SEND and/or health issues, the school will consider:

- Holding termly meetings to evaluate any implemented reasonable adjustments.
- Incorporating a pastoral support plan.
- Carrying out strengths and difficulties questionnaire.
- Identifying pupils' unmet needs through early intervention
- Using an internal or external specialist.
- Enabling a pupil to have a reduced timetable.
- Ensuring a pupil can have somewhere quiet to spend lunch and breaktimes.
- Implementing a system whereby pupils can request to leave a classroom if they feel they need time out.
- Temporary late starts or early finishes.
- Phased returns to school where there has been a long absence.
- Small group work or on-to-one lessons.
- Tailored support to meet their individual needs.

Provision and Part timetables Alternative

It may be deemed necessary for a child to either attend an Alternative Provision (AP) or attend school on a part time basis, for a short period of time. This will be in agreement with parents and documented on their CPOMS records with regular reviews. The LA must be notified if any child is on a part timetable or attending Alternative Provision.

Leave during lunch times

Parents may be permitted to take their child away from the school premises during lunch times with permission from the headteacher – it is at the headteacher's discretion as to whether a pupil will be allowed to leave the premises.

Parents will submit a written request, outlining the reasons for their child to leave the premises during lunch time – this request will be submitted to the headteacher. The headteacher will consider the request and will invite the parent into the school for a discussion regarding any concerns, as well as the timely return of their child at the end of lunch time and their child's behaviour when not on the school premises. The headteacher reserves the right to grant or refuse a request and will inform the parent in writing of their decision within one week of the request.

Pupils will leave the school premises within 10 minutes of the start of lunch and will return no later than 5 minutes before the end of lunch.

Parents will be required to meet their child at the school office when taking them off the premises – the pupil will be signed out and back in. No pupil will leave the premises before the member of staff in the office has ensured that they have signed out.

The headteacher reserves the right to withdraw their permission at any time – this may occur, for example, where there are attendance concerns. Any decision to withdraw permission will be in writing, explaining the reasons for the headteacher's decision. If permission is withdrawn, parents will not be entitled to appeal the decision. Parents will be able to withdraw their request at any time – the request will be submitted in writing to the Headteacher.

Truancy

Truancy will be considered as any absence of part, or all, of one or more days from school, during which the school has not been notified of the cause of such absence.

All staff will be actively engaged in supporting the regular attendance of pupils and understand the importance of continuity in each pupil's learning.

All pupils are expected to be in their classes by 8.50am where the teacher will record the attendance. Any pupil with permission to leave the school during the day must sign out at the school office and sign back in again on their return. They will always be collected by an authorised collector.

Immediate action will be taken when there are any concerns that a pupil might be truanting. If truancy is suspected, the headteacher is notified, and they will contact the parent to assess the reasons behind the pupil not attending school.

The following procedures will be taken in the event of a truancy:

- In the first instance, a letter of warning will be sent to the parents of the pupil, informing them of the truancy and stating that any future occurrences could result in further action being taken.
- If any further truancy occurs, then the school will consider issuing a penalty notice.
- A penalty notice will be issued in line with the [Penalty notices and legal intervention section of this policy](#) where there is overt truancy, inappropriate parentally-

condoned absence, excessive holidays in term-time and persistent late arrival at school.

The DSL will be involved where an instance of truancy may be linked to a safeguarding concern. Any safeguarding concerns will be dealt with in line with the Child Protection and Safeguarding Policy.

Missing children

Pupils will not be permitted to leave the school premises during the school day unless they have permission from the school and are collected by an authorised adult. The following procedures will be taken in the event of a pupil going missing whilst at school:

- The member of staff who has noticed the missing pupil will inform the headteacher immediately.
- The office staff will also be informed as they will act as a point of contact for receiving information regarding the search.
- A member of staff will stay with the rest of the class, and all other available members of staff will conduct a thorough search of the school premises as directed by the headteacher.
- The following areas will be systematically searched:
 - All classrooms
 - The Ark
 - All toilets
 - All intervention rooms
 - The library
 - Any outbuildings
 - The school grounds
- Available staff will begin a search of the area immediately outside of the school premises and will take a mobile phone/Walkie Talkie with them so they can be contacted.
- If the pupil has not been found after 10 minutes, then the parents of the pupil will be notified.
- The school will attempt to contact parents using the emergency contact numbers provided.
- If the parents have had no contact from the pupil, and the emergency contacts list has been exhausted, the police will be contacted.
- The missing pupil's teacher will fill in a record on CPOMS, describing all circumstances leading up to the pupil going missing.
- If the missing pupil has an allocated social worker, is a looked-after child, or has any SEND, then the appropriate personnel will be informed.
- When the pupil has been located, members of staff will care for and talk to the pupil to ensure they are safe and well.

- Parents and any other agencies will be informed immediately when the pupil has been located.

The headteacher will take appropriate action to ensure that pupils understand they must not leave the premises, and protective consequences will be issued if deemed necessary in accordance with the Behaviour Policy.

The headteacher will carry out a full investigation and will draw a conclusion as to how the incident occurred. A written report will be produced, and policies and procedures will be reviewed in accordance with the outcome where necessary.

Attendance intervention

To ensure the school has effective procedures for managing absence, the attendance officer, supported by the SLT, will:

- Establish a range of evidence-based interventions to address barriers to attendance.
- Monitor the implementation and quality of escalation procedures and seek robust evidence of the escalation procedures that work.
- Attend or lead attendance reviews in line with escalation procedures.
- Establish robust escalation procedures which will be initiated before absence becomes a problem by:
 - Sending letters to parents.
 - Informal meetings/phone calls with parents
 - Engaging with LA attendance teams.
 - Using fixed penalty notices.

The school will use attendance data, in line with the '[Monitoring and analysing absence](#)' section of this policy, to develop specific strategies to improve attendance where patterns of absence are emerging. These strategies will be developed on a case-by-case basis and will consider the particular needs of the pupils whom the intervention is designed to target.

The school will acknowledge outstanding attendance and punctuality in the following way:

Weekly attendance figures for each class is noted on the Attendance notice board by the office and included in the school newsletter for all parents to see

Working with parents to improve and promote attendance

The school will work to cultivate strong, respectful relationships with parents and families to ensure their trust and engagement. Open and honest communication will be maintained with pupils and their families about the expectations of school life, attendance and performance so that they understand what to expect and what is expected of them. The school will liaise with other agencies working with pupils and their families to support attendance, e.g. social services.

The school will ensure that there are two sets of emergency contact details for each pupil wherever possible to ensure the school has additional options for getting in touch with adults responsible for a pupil where the pupil is absent without notification or authorisation.

The school will ensure that parents are aware of their legal duty to ensure that their child attends school regularly and to facilitate their child's legal right to a full-time education – parents will be made aware that this means their child must attend school every day that it is open, save for in certain circumstances, e.g. sickness or absences that have been authorised by the headteacher in advance. The school will regularly inform parents about their child's levels of attendance, absence and punctuality, and will ensure that parents are aware of the benefits that regular attendance at school can have for their child educationally, socially and developmentally.

If a pattern of absence becomes problematic, the attendance officer will work collaboratively with the pupil and their parents to improve attendance by addressing the specific barriers that prevent the pupil from being able to attend school regularly. The school will always take into consideration the sensitivity of some of the reasons for pupil absence and will approach families to offer support rather than immediately reach for punitive approaches.

Where these barriers are related to the pupil's experience in school, e.g. bullying, the attendance officer will work with the headteacher and any relevant school staff, e.g. the DSL and SENCO, to address this. Where the barriers are outside of the school's control, e.g. they are related to issues within the pupil's family, the attendance officer will liaise with any relevant external agencies or authorities, e.g. children's social care or the LA, and will encourage parents to access support that they may need.

Persistent and Severe Absences

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. Reducing persistent and severe absence is central to the school's strategy for improving attendance.

There are various groups of pupils who may be vulnerable to high, persistent and severe absences, such as:

- Children with a social worker
- Children Looked After (CLA)
- Young Carers
- Pupils who are eligible for FSM
- Pupils with EAL
- Pupils with SEND
- Pupils who have faced bullying and/or discrimination

The school will use a number of methods to help support pupils at risk of persistent or severe absence to attend school. These include:

- Offering catch-up support to build confidence and bridge gaps.

- Meeting with pupils to discuss patterns of absence, barriers to attendance, and any other problems they may be having.
- Establishing plans to remove barriers and provide additional support.
- Making regular contact with families to discuss progress.
- Assessing whether an EHCP or IEP may be appropriate.
- Considering what support for re-engagement might be needed, including for vulnerable groups.
- Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant

Where a pupil at risk of persistent or severe absence, is also at increased risk of harm, the school will work in conjunction with all relevant authorities, e.g. social services, to support the pupil in line with the school's duty of care. The school will also bear in mind that the continuation of severe or persistent absences following intervention may constitute neglect, and will escalate any concerns in this regard in line with the Child Protection and Safeguarding Policy.

Penalty notice and legal intervention

The school will allow sufficient time for attendance interventions and engagement strategies to improve pupils' attendance; however, where engagement strategies to improve attendance have not had the desired effect after one term the Attendance Champion will consider:

- Holding a formal meeting with parents and the school's point of contact in the School Attendance Support Team.
- Working with LA to put a parenting contract or an education supervision order in place.
- Engaging children's social care where there are safeguarding concerns.

Where the above measures are not effective, the headteacher will issue a notice to improve as a final opportunity for parents to engage in support and improve attendance before a penalty notice is considered.

Where a pupil reaches the national threshold of 10 sessions (5 school days) of unauthorised absence and 10 occasions of being recorded as late in a rolling period of 10 school weeks, the school will consider whether a penalty notice is appropriate. Each case will be considered individually to determine whether a penalty notice or another tool or legal intervention should be used to improve attendance.

A fixed penalty notice will be issued in line with the LA's code of conduct and the DfE's ['Working together to improve school attendance'](#) guidance.

Penalty notices for unauthorised absences will be charged at £160, reduced to £80 if paid within 21 days.

A penalty notice of £120 may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification during the first five days of a fixed period or permanent exclusion. This will be reduced to £60 if paid within 21 days.

Parents will only get up to two fines for the same child in a three-year period. Once this limit has been reached, other action such as a parenting order or prosecution will be considered.

Where attendance still does not improve following a fixed penalty notice, the school will work with the LA to take forward attendance prosecution as a last resort.

Parents who are prosecuted and attend court because their child has not been attending school may be fined up to £2,500.

Education Supervision Orders (ESOs)

Where interventions have not been successful, an ESO can be an alternative to provide formal legal intervention without criminal prosecution. ESOs are made through the Family or High Court and give the LA a formal role in supporting the pupil and parents to improve their attendance. LAs will issue parents with a notice of the intention to consider an ESO, set up a meeting to discuss with the parent and pupil, and decide whether the case will be taken forward.

Once an SEO is secured, a supervisor from the local authority will decide any actions or requirements. These may include:

- Requiring the parents to attend support meetings.
- Requiring the parents to attend a parenting programme.
- Requiring the parents to access support services.
- Requiring an assessment by an educational psychologist.
- Review meetings involving all parties to be held every 3 months.

Failing to comply with an SEO will result in a fine and decisions will be made about whether further action is required.

Monitoring and analysing absence

The attendance officer will monitor and analyse attendance data regularly to ensure that intervention is delivered quickly to address habitual absence at the first signs.

The school will collect data regarding punctuality, truancy (if applicable), and authorised and unauthorised absence, for:

- The school cohort as a whole.
- Individual year groups/classes
- Individual pupils.
- Demographic groups, e.g. pupils from different ethnic groups or economic backgrounds.
- Other groups of pupils, e.g. pupils with SEND, LAC and pupils eligible for FSM.
- Pupils at risk of PA.

The attendance officer will conduct a thorough analysis of the above data on a termly and yearly basis to identify patterns and trends. This will include identifying for each group:

- Patterns in use of certain codes.
- Days of poor attendance.
- Historic trends of attendance and absence.
- Barriers to attendance.

The attendance officer will provide reports to staff across the school to enable them to track the attendance of pupils and to implement attendance procedures.

The governing board will regularly review attendance data, including examinations of recent and historic trends, and will support the SLT in setting goals and prioritising areas of focus for attendance support based on this data.

The school will also set an annual attendance target, shared with Governors.

Training of staff

The school will recognise that early intervention can prevent poor attendance. As such, staff will receive training in identifying potentially at-risk pupils as part of their induction and refresher training.

The governing board will ensure that teachers and support staff receive training in line with this policy as part of their induction. Following this initial training, staff will receive regular and ongoing training as part of their development.

Training will cover at least the following:

- The importance of good attendance
- That absence is almost invariably a result of wider circumstances
- The legal requirements on schools, e.g. the keeping of registers
- The school's strategies and procedures for monitoring and improving attendance
- The school's procedures for multi-agency working to provide intensive support for pupils who need it

The governing board will provide dedicated and enhanced attendance training to the attendance officer and other staff with specific attendance functions in their role – this will include training regarding interpreting and analysing attendance data and supporting pupils to overcome barriers to attendance.

Staff will receive training to ensure they understand that increased absence from school could indicate a safeguarding concern, and know how such concerns should be managed.

Definitions of names from the admission register

The school will ensure that it only deletes names from the admission register for a reason set out in regulation 9 of the School Attendance Regulations. A pupil's name will never be

removed for any other reason, and the school is aware that doing so could constitute off-rolling.

The school will make absence returns to the LA when pupils' names are deleted from the admission register. This will be except for pupils whose name has been deleted from the register at or after the end of the last term of the school year when they are in the most senior year group, unless the LA has requested this information.

When the school is notifying the LA that a pupil's name is being deleted from the admission register, the following information about the pupil will be provided:

- Full name
- Address
- The full name and address of any parent the pupil normally lives with
- At least one telephone number with which any parent the pupil normally lives with can be contacted in an emergency
- If applicable, the pupil's future address, the full name and address of the parent who the pupil is going to live with and the date the pupil will start living there
- If applicable, the name of the pupil's other school and when the pupil began or will begin to attend the school
- The reason under which the pupil's name has been deleted from the admission register

Names will never be retrospectively deleted from the admission or attendance register – these registers will remain an accurate record of who is a registered pupil and their attendance at any given time. Pupils' attendance will be recorded up until the date that their name is deleted from the admission register.

Monitoring and review

Attendance and punctuality will be monitored throughout the year. The school's attendance target is reviewed annually.

This policy will be reviewed annually by the headteacher. The next scheduled review date for this policy is September 2025

Any changes made to this policy will be communicated to all relevant stakeholders.

Management of policy

Policy owner	FGB
Approval level:	FGB
Date of next review	September 2026
Review cycle	Annual
Type of Policy:	Statutory
Statutory Guidance	See Legal Framework section

Attendance Monitoring Procedures

Christ the King has adopted the following attendance monitoring procedures, to ensure that pupils' attendance meets the expected standard, and effective intervention is provided where pupils' attendance falls below the standard:

1. Attendance is recorded by administrative staff and monitored and analysed by the attendance champion. Termly reports are provided to the Headteacher and Governors as part of the Headteacher report. Any staff concerns about attendance are raised directly with the attendance champion and/or discussed in termly pupil progress meetings.
2. Contact is made with parents on the first day of absence for any pupil absence not reported. 'N' codes are used to indicate that the pupil is absent for a reason not yet provided; these N codes are reported to the Attendance Champion daily who reports to SLT.
3. If a parent has not given a reason for their child's absence by the third day, the Family Worker/Attendance Champion will conduct a home visit.
4. Contact is made to the parents of any pupils marked using the N code. Any N codes not established after a week are recorded as an unauthorised absence.
5. If a pupil's attendance falls below 93% a letter is sent home raising concerns that their attendance has fallen below the school's expected standard and attendance will be monitored over the next month.
6. If a pupil's attendance falls below 91%, parents are required to attend a meeting in school with the Attendance Champion and set targets for their child. If parents are unwilling to cooperate, or are genuinely unable to attend, a referral may be required to the local Attendance Support Team (AST)
7. After the monitoring period, and if targets are met, a letter is sent home to congratulate the pupil and their parents on improving attendance. Monitoring and communication with the parents continues until attendance stabilises to 95%
8. If targets are not met, the attendance officer makes a referral to the Attendance Support Team. Attendance Support Team protocol is followed, and a parental contract is drawn up. A monitoring period is established and, if there are no improvements, a final written warning is issued to the parents if there is no improvement a fixed-penalty notice is issued.